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VI. B.

MINUTES
FUNDING WORKGROUP
11/19/99

Present: Barrie Grenell, Yulitza Peraza, Maj. Carry Shiroma, David Overture, Roma Guy, Rita Semel, Kate Durham, Lisa Gray, Laura Ware, Marian Pena

Meeting began at 8:50 a.m.

1. Introductions.
2. Review of last meeting's minutes and recommendations: see document "Agreements made at Nov. 8 Local Board meeting."
Comments: don't lose site of overall funding issues.
Question: Why, if US economy has billions of dollars in reserve, do we need to make HUD/McKinney cuts? Politics and national priorities make homeless issues less of a concern. Concern over changing priorities from transitional to permanent housing and impact on projects and people being served.
Barrie recommended changing Rec. #1 to reflect "that all renewal projects generate *at least* a 25% match."

3. Summary from Policy Committee: Reinforce that cut and match of 25% implies no cut in services. Further define how 25% match will be implemented since reward is on a three year cycle. On 2nd recommendation, discussion was whether or not to implement site control; to be strongly encouraged rather than required, and secured at time of award. On 3rd recommendation, need to focus on areas of employment and childcare.

Question of whether 25% match can be leveraged services; also need to be uniquely dedicated to program? HUD states should be cash match.

4. Areas needing funding:
Discussion about how much needs to be made up from local level with McKinney cuts. With 24% mandated cut, about $21.5 million in grants, $13 million expected, about $9-12 million needs to be recaptured or made up in other funding. Areas targeted: employment, childcare, permanent housing.
Need to hear from "experts" (providers/planners) re: funding sources impact on services. Identify advocacy areas and develop plan to address.
DHS is sponsoring a meeting with employment and childcare providers to explore alternative funding related to these areas.

NEXT FUNDING WORKGROUP MEETING: FRIDAY, 12/17/99, 8:30-10:00 IN ROOM 220, 2ND FLOOR, AT DEPT. OF PUBLIC HEALTH, 101 GROVE STREET.

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MINUTES OF THE
LOCAL HOMELESS BOARD
FUNDING SUBCOMMITTEE MEETING
Monday, January 24, 2000
2 PM
25 Van Ness Ave, Room 720
San Francisco, CA 94103

1) Call to order

The regular meeting of the funding subcommittee was called to order by Co-chairs Rita Semel and Laura Ware at 2:30 PM.

Present: Rita Semel, Johanna Keeley, George Smith, Carrie Dipman, Bonita Davenport, Laura Ware, Eugene Coleman, Barri Grenall, Bongani (intern from Mayor's Office), Jim Kennedy, Kate Durham, Michael Blecker, Beth Smith

2.) Report back from McKinney Technical Team, formed by DHS.

Bonita Davenport reviewed memo outlining the strategies for the 1999 non-funded McKinney projects. The technical team was formed to respond to the current non-funded projects and intends to dissolve upon resolution of these projects. The team includes representatives from DHS, MOH, DPH, CSAS, and the Mayor's Office.

Instead of discussing specific projects, it was agreed the subcommittee would focus on the key points for the 1999 McKinney process and develop a guiding principle for the technical team to use in their process. Key points for McKinney 2000.

Discussion on whether of not to move employment program off line from McKinney…they can apply for Dept. Of Labor money but shouldn't count on it.

Discussion on is it to the benefit of San Francisco to put in as many renewals for every dollar that we can or if we should tier our renewals like other counties applications. Most agreed we should apply for every dollar we can, including all renewals in the application at the full amount. But if we don't' get funding and the programs aren't 20 year HUD projects, they would have to scramble for funding.

After discussion, it was decided that non-funded projects should pursue any alternative funding they may have, with guidance and support from the technical team, while continuing the McKinney process. If they receive no additional money, their ranking would remain the same. If they get additional funding, they would fall to the bottom of the list. If they receive partial funding, McKinney could make up the difference and the ranking would remain the same. This was articulated as the guiding principle from the funding subcommittee to the technical team.

How does the principal mesh with actual projects?

Technical team has three scenarios:

1. Extend for reapplication with McKinney
2. Remove to other funding sources
3. Let it go into the 'sunset'

The three steps involved for clarification are:

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1. Local Board and subcommittees get policy recommendations from the technical teams.
2. The Local Board reviews and makes their recommendations.
3. Decisions are made at the local departments.

McKinney 2000 application

The application may be for as much as 28 million, with Shelter Plus Care. If we did a simple renewal, the number could be less. However, what should be expected and planned for it 6.1 million. Bumps should not be counted on. However to get the bump, we must apply for the highest amount we can. Therefore, apply for full amount, plan realistically for 6.1 million. Considerations include the carryover from McKinney '99. Maybe need to push back 2001 renewals to 2002 if possible?
How to deal with potential 22 million gap?

3.) Work Force Investment

Laura and Johanna to complete. Will need consideration from the Mayor.

4.) Adjournment.

Meeting adjourned at 3:45 PM.
As a guiding time, the 3rd Monday of the month was chosen but next month is holiday so…
Tuesday, February 22, 2000, 2 PM at 25 Van Ness, Room 720.
Monday, March 20, 2000, 2 PM at 25 Van Ness, Room 720.
Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Local Homeless Coordinating Board Funding Committee Meeting
March 20, 2000, 2 PM
25 Van Ness Ave, Room720
AGENDA

I. **For discussion only:** Update on McKinney 1999 non-funded projects by McKinncy 1999 Technical Team

II. **For discussion only:** Update from McKinney 2000 technical team.

III. **For discussion only:** Other sources of funding for McKinney 2000 renewal projects. A discussion on Mayor's Office on Housing funds.

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF FUNDING SUBCOMMITTEE MEETING
Monday, March 20, 2000, 2 PM
25 Van Ness Ave, Room 720, San Francisco, CA 94102

1) Call to order
The regular meeting of the funding subcommittee was called to order by Co-chairs Rita Semel and Laura Ware at 2:17 PM.

Present: Rita Semel, Johanna Kecley, George Smith, Bonita Davenport, Laura Ware, Barri Grenall, Kim Fergison, Darin Lounds, Marc Trotz, Maggie Donahue.

2) Introductions

The meeting started with introductions. When Barri Grenall introduced herself as Grantwriter, a discussion followed. She does more than just writing the grant and there appears to be confusion as to her role. Barri says she will be coordinating the applicants. Bonita reports that she and Yulitza are taxed due to the additional work of the 1999 McKinney projects. The technical team has tried to define the roles everyone plays in the McKinney process. Bonita says she is responsible for the process. Kim Fergison is responsible for the regs and NOFA language. Kim will also be working with Barri on writing of the proposal. Maggie coordinates the technical team. Pam David is the chief overseer of the project. Mayor Brown asked her to step in and the lines of communication and roles need clarification. This was announced at the last joint Policy/Funding meeting. Can only Pam change someone's job title and focus? What exactly is Maggie's role? The Local Board wants clarification because it's their opinion there will be fallout from this year's application and the process should be clearly delineated. Bonita reports her job is to 'push paper'. George suggested drawing in out so the roles can be clear.
The board read as follows:
Organizational Structure:
MOCD-Pam David and Kim Fergison, providing reg/NOFA guidance and working w/Barri on application. Kim will read application with suggestions for improvement.
DHS-Maggie's role is unclear. Bonita is responsible for overall McKinney process and coordination. Also for GAPS analysis and coordination of priority panel.
MAYOR'S OFFICE OF HOMELESSNESS-Role is unclear. George said he will need to speak with Pam for clarity.
LOCAL BOARD-Prior to submitting 2000 plan to Mayor, they review it. Also, implement the actual review process of the application. They are also to be a resource to the current priority panel.
Barri would like to know when the Continuum will be rewritten. Not before this application is due.
Barri then asked about the GAPS analysis. Laura said she doesn't know a thing about it and the Board never received a formal presentation. Barri wants guidance. So does Laura.
Laura requests the Board get a timeline on due dates for next two months. Laura asked for a formal recommendation on GAPS and it should come to policy from technical team.
Kim reports we have last year's report as a starting place.
The Board is willing to make decision on this if they are given accurate information.

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To clarify, the City is to provide resources and expertise and the Board will provide overview and recommendation.
It was suggested to Barri to bring Exhibit one to the policy committee, which is what the recommendation was from the technical team meeting on 3/17. With roles now clarified, back to agenda.

1999 MCKINNEY PROJECTS

Laura feels there is so much expectation on the Board with little information available about alternative funding. She needs to know the status of 1999 and 2000 projects so that realistic planning can happen. Bonita responds the employment projects have been identified as a block of programs for potential removal from McKinney. She met with Amanda Feinstein and Jim Buick. The idea is for 'block grants' through DHS and maybe future contractors make a specific part of their contracts for employment. Amanda and Tony Lugo will be convening monthly meeting to discuss future of employment programs. The idea remains to group the 7 employment projects together. Other than that, she wasn't prepared to give an update.
George commented that DHS doesn't have an obligation to find funding for all these projects. The City should have never maybe taken on that role as funding seekers. Somehow the line got moved on who sought for other funding. Why was 1999 so different? It was the first year renewal projects weren't funded. Both project sponsors and City should be currently and aggressively looking for alternative funding.
Both Darin and Jennifer spoke of their agencies commitment to seeking alternative funding.
Laura asked for a more realistic set of expectations to be given to project sponsors for this year. The application is large and the time commitment is significant. It's crazy for all these sponsors to participate if less than one million might be available. How can technical team and the Board assist in putting an end of this futility?, said Laura.
Before going on, Maggie Donahue came in and continued update on 1999 projects. WIA funds are perfect for employment projects and the City would like to see them all organized under the Homeless Employment Collaborative.
For the Childcare projects, they should probably be funded through CALWORKS.
Maggie agrees with Laura about reality check for project sponsors because of probability of 600,000 and that's all.
Kim reports that the technical team has come up with some rough strategies for 2000 like getting more than our prorate share by where we rank S &C and by tiering. We won't be able to do specific strategies until the ranking process happens.
The Funding Committee was created by the 1999 reality of unfunded projects and wants DHS and the technical team to advise them on alternative funding.
All agree on intention to clarify reality at disability training tomorrow. Everyone should clearly understand their chances.
The information on who attended these two mandatory trainings will be available to Priority Panel members.
George pointed out that HUD always reserves the right to make changes. We should also keep in mind the quality of the other applications and be really strategic. But again, everyone who wants to has the right to participate.
Bonita said a large amount of education has already happened with sponsors. Maggie says there may be some denial among sponsors. Maybe among the City too? No, HUD was never that honest until recently. Marc asked if employment could just be told they will rank low? No.

The Board knows they need to make recommendations specific to this year's McKinney and would like input from Harder. Are they coming to Steering or Policy? Johanna's reading of the notes said just to Steering. Bonita will invite Harder to Friday's policy to discuss GAPS analysis. Harder has a standing space at Steering Committee to present material.
Harder also doing evaluation. Bonita says evals are at printer and will be available in two weeks.
Laura request written updates from Marc T. about DPH transitional housing projects from 1999.
Marc verbally reports that DPH is committed to funding two projects, regardless of the McKinney process. There are the Dolores Hotel and Ashbury House. DPH is doing one time funding to March 1, 2001. This isn't a long-term strategy. Marc recognizes they may not get McKinney dollars and DPH is looking for alternative funding.
Laura asks what is the future of transitional housing to McKinney 200? Marc replied that they should eventually be funded through substance abuse or mental health dollars?
But what about this year?
Maggie replied that the 2000 Technical Team is focusing right now on training of priority panel members. When projects are up for renewal, then project by project, they'll be reviewed.
How does technical team interact with the Board, asks Rita. Laura recommends PIC to be on technical team. Maggie responds that the technical team has two charges.

a. to write Exhibit A, particularly in light of no updated Continuum of Care and
b. to train priority panel on context and how each project fits in context.

Maggie would like more leadership from employment and wants to task out both employment and childcare from technical team. Maggie thinks eventually transitional housing will be tasked out as well. The Technical team will meet through the application process.
Again, Laura wants it clearly to be heard at 6.1 million for tomorrow. Barri felt we will get more but group agrees to hold to that number. It's realistic without shutting the door.
How many years? HUD recommends tiered application and project sponsors were told to apply for three years.
Laura updated on where funding subcommittee is in searching for alternative funding. A memo Johanna wrote was distributed for general info. Critique and suggestions were asked for. It was suggested that the Local Board work with CHAZ for recommendations to MOH for their NOFA for housing.
Meeting adjourned 4:05 PM.

NEXT FUNDING MEETING SET FOR APRIL 17, 2000, 2-4 PM, 25 VAN NESS, ROOM 720.

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

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Local Homeless Coordinating Board Funding Committee Meeting
April 17, 2000, 2 PM
25 Van Ness Ave, Room720
AGENDA

I. **For discussion and possible action:** Recommendations to MOH for NOFA

II. **For discussion only:** Long term funding streams for homeless dollars other than McKinney***

III. **For discussion only:** Plan for non-renewed 2000 projects

***Documents available at meeting

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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Local Homeless Coordinating Board Funding Committee Meeting
Monday, May 15, 2000, 2 PM- 4PM
25 Van Ness Ave, Room720
AGENDA

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I. **For discussion:** Trent Rhorer from DHS will present an update on new California legislation.

II. **For discussion and possible action:** Workforce Investment Act and how the Local Board can interact. Follow up on letter to WIA.

III. **For discussion and possible action:** Recommendations to MOH for NOFA

IV. **For discussion only:** Senator Burtons Bipartisan Task Force on Homelessness

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF FUNDING SUBCOMMITTEE MEETING
Monday, May 15, 2000, 2 PM
25 Van Ness Ave, Room 720, San Francisco, CA 94102

1) Call to order
The regular meeting of the funding subcommittee was called to order by Co-chair Laura Ware at 2:06 PM.

Present: Laura Ware, Rita Semel, Johnny Baskerville, Carrie Dipman, Manny Morales, Mauricio Aviles, Barry Hermanson, George Smith, Laura Ware, (All Board Members) Kim Fergison (MOCD), Christy (UN Plaza Homeless Project), Trent Rhorer (DHS), Johanna Keeley (MOOH), Darin Lounds (Conard), Maggie Donahue (DHS), Jim Kennedy (PIC), Michael Blecker (Swords)

2) Introductions
The meeting started with introductions, along with seat designations for Board members. It was commented that this committee would need to increase its official membership. Laura gave the background of the McKinney funding, focusing on how it yearly leaves San Francisco in a shortfall for monies. With that, she introduced Trent, Chief Policy Analyst, from DHS.

3) California Legislation update
Trent passed out two handouts (attached) that were the proposed state funding for homeless and housing assistance and housing assistance for the mentally ill. The first item discussed was the Supportive Housing Initiative (SHIA). That is the 'hot' topic in Sacramento. The Senate and Assembly proposes $25 million ongoing; the Governor proposes $15 million; one time only. For advocacy, letters to the Governor and to John Burton are helpful, with it being cc'd to Midgen and Shelley. $500 million is being committed to housing. However, in letters, we should ask for more than 25$ million per year; that's a drop in the bucket for the State's housing need. There was a question to whether capital is separate. The dispersal of this would be through RFP, not formula.
The second item is the AB 34 Demonstration Project (AB 2034). This was $10 million demonstration project for 3 counties. It is being requested to expand to transitional housing for foster youth. This has been the vehicle for the mentally ill homeless. The governor's budget does more on this one; by 14 million. This is in addition to current mental health monies. The RFP process works with collaborative and comprehensive approaches. Trent will look into what the whole mental health system totals up to. There is a question on if this money comes from elsewhere.
Emergency Housing Assistance Program (EHAP) was discussed. This is state funding for rental assistance. The Governor is holding at $2 million, which works out to $42,000 for San Francisco. The FEMA Board allocates it and last year, did shelter. If this pot of money became $100 million, it would be a much different story. This money comes through HCD at a state level.
The Multifamily Rental Housing Program (MHP) has a difference of $325 million between the Assembly and the Governor's proposed budget. This is new money.
Now is time for advocacy up to June 15th. Now is the time the deals are done.

This program works with tax credits but not HOME direct funds because we already have them. Trent will follow up on how exactly we lobby for this one.
The Governor's overall budget is $500 million for housing. The City is most interested in the 17 million for shelter development and another 8 million on going. In previous budget years, this was zero. We could have 20 million for supportive housing construction, up from 2 million. Downtown rebound and in-fill were explained, in regards to conversion to mixed-use lots. San Francisco has 3 such areas; Octavia near Fell, Balboa by BART and the waterfront in development for community plans.
The City is most closely watching SHIA and AB 2034. The City has lobbyists working on this. SHIA would be non-profits. The City tried last year to get a non-profit interested but didn't get funded. It was only 1 million for the state.
On AB 2034, Barbara Garcia is taking with lead with the DPH team. That money could happen fast, by August perhaps. Could this be in time to impact non-funded McKinney projects? Perhaps they could apply for an RFP.
The Board would like to use all this information to build recommendations.
Trent reviewed the handout on housing assistance for the homeless, mentally ill. This money would cover GA people who have applied for SSI. They would get approximately $180 for housing. This would go direct to the housing provider and not have to be paid back upon getting SSI approved. The amount is based on state formula. Really, it's an advance on the reimbursement. 80% of homeless applicants are applying for SSI under mental health. If approved, we'd get a need share of $8.5 million. If the City had its say, that money would come through GA, to be consistent. No decisions have yet been made on that. If it doesn't happen this year, it would be priority for next.
For action, two recommendations were made:

- Attend the press conference by CSH at Canon-Kip. They will have data on the Lyric and Canon-Kip and how it lessened other emergency costs, such as shelters, emergency rooms, etc
- CA Housing Now Conference in Sacramento on May 24th and 25th. This will be huge lobbying effort. Maggie Donahue and Dariush Kayhan from DHS are going.

Barry asked if the Board would consider going to Sacramento to lobby?
Johanna agrees to distribute fax alerts received from Trent and agree to write draft letter ASAP. Johanna will also mark the Local Board's calendar to put in time for advocacy.

4) Workforce Investment Act
Jim Kennedy, Carrie Dipman and Michael Blecker presented this material. This is money that is supposed to replace JTPA funds. It is clear the WIA money won't be enough to cover all the JTPA funds. *The most alarming development about WIA is no one knows for sure how much money is involved. There will be a gap in service.* There had been a 5 year, 7 million dollar grant for the Youth in Enterprise Community (YOG). A few years ago, only one block qualified. They are seeking a waiver to extend past boundary. San Francisco's enterprise communities are parts of Bayview, Vis Valley, Mission/Potero and SOMA. It could be anywhere from $2.1 million to $1.9 million in the city for adults and for youth $2.2 million to $1.4 million. For any JTPA services to continue, they will have to compete for WIA funds through the RFP and Bidder's Conference, which should be in place by July. They will try to not go fewer than 90% of funding through a hold harmless clause. There is a lot of ambiguity about rules and regulations. The first year will have a lot of trial and error. The WIA legislation is not friendly to

homeless service providers. Everyone has to be on an approved list of training providers to compete for RFP. This year, it's easy to get on but it's expected to become harder. The forms are biased towards education and community colleges. You can register on line at **www.calwia.org** but reports say this is a tedious and difficult way to do it. It is important to get on the list even if you don't want funds this year. No old agencies will be 'grandfathered' in. HEC and other groups already have forms.
The governing board (WIB) will have to have certain groups represented. For a non-profit to be considered, it has to be a business. There is an interim board now until the WIB is formed and up and running. The PIC council is acting as WIB. The state has said they want no disruption in services and want to remain flexible throughout the transition. The state also said they want to keep collaborations whole, especially those that deal with multiple barriers. Everyone in the state is working towards their percent of the $90 million. The interim PIC board is making decisions with the Mayor about how to spend this. An idea is to use voucher approach for dislocated workers for not for special populations. Michael reports that the substance of the meetings has been good although the process has been confusing. Principals were adopted and the transition team has been good.
WIA will not be the answer for any homeless funding problems. The WIA money isn't homeless specific and competition will be broader and more intense. HEC alone is 1 million a year and now it will have to compete against all other JTPA projects.
What are our action steps?
Continue to advocate for a seat on the WIB that speaks directly to low-income and homeless people. Will Lightbourne plays a big role in this. It is a 56-member board with 51% having to be businesses. We need to follow up on a letter to the Mayor, cc'd to Will and George will deliver it. Carrie will do a draft. Who do we want? Both Carrie and Mauricio are willing to sit. Barry? Maybe in another seat as a business. He's a new Board member and it could be uncomfortable.
How much time does the Board wish to spend on WIA when it is so little money?
It is a small amount of money now but could be a larger pool later along with an influence over other training dollars for homeless. It's the biggest public employment funds we have. We need to keep our efforts broad; foundations and lobbying must play a part. We should also target general funds. It was agreed next month's agenda will include getting business support in alliance with lobbying for General Fund dollars.

5) MOH NOFA

This NOFA is for bricks and mortar only. There are no service dollars attached. Do we have suggestions for populations? A suggestion was made for domestic partners with no children. This money is for new units. Last years was for frequent users of the mental health system but it wasn't used. Kim Fergison suggested setting aside a certain percentage of the until for homeless specific people. We could ask for 50% and hope for 30%. It was also suggested that this dollars be spent in developing other neighborhoods outside of central city.

6) STATE TASK FORCE ON HOMELESSNESS

The taskforce has met twice. There are 17 members, including local members Michael Blecker, Barbara Garcia, Irma Poe and Carla Javitz. There is a lot of money on the table, certainly more than the state has seen in previous years. There is currently a struggle between Senator Burton and Gov. Davis. The bipartisan committee wants to spent this surplus money and the Governor is very reluctant to fund yearly projects. He's much more apt to do one time funding. The main

question is how bold will they be with the money. The main point of the Task Force, from the perspective in the room, was to allow a better platform for bargaining.
How does the Board stay involved? Michael will keep us updated. He thinks EHAP is a good model.

7) Consideration of block McKinney funding and Shelter Plus Care initiative
Letters from National Coalition on Homelessness were distributed. They are urging for an anti-block grant position and a pro-President Shelter Plus Care position. The Shelter Plus Care proposal would be much more detrimental to San Francisco overall.

Meeting adjourned 4:10 PM

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

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Local Homeless Coordinating Board Funding Committee Meeting
Monday, June 19, 2000, 2 PM- 4PM
25 Van Ness Ave, Room720
AGENDA

I. **For discussions:** How to gather business support in alliance with Local Board for advocacy for General Fund dollars.

II. **For discussion and possible action:** The federal initiative to move Shelter Plus Care to Section 8.

III. **For discussion and possible action:** Follow up on Workforce Investment Board

IV. **For discussion only:** Planning for unfunded 2000-2001 McKinney projects

V. **For discussion only:** The budget process for year 2001-2002

VI. **Adjournment**

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF FUNDING SUBCOMMITTEE MEETING
Monday, June 19, 2000, 2- 4 PM
25 Van Ness Ave, 6th floor, San Francisco, CA 94102

1) Call to order
The regular meeting of the funding subcommittee was called to order by Co-chair Laura Ware at 2:15 PM.
Present: Laura Ware, Maggie Donahue (DHS), Carrie Dipman (TIDHI), Dar Kayhan (DHS), Yulitza Peraza (DHS), Winnie Xie (DHS), Johnny Baskerville (Swords), Johanna Keeley (MOOH), Deven Richardson, (MOOH).

2) Introductions
The meeting started with introductions, along with seat designations for Board members. It was agreed to skip item #1 on the agenda and Johanna instead provided an update on state legislation. The Board did send a letter of advocacy to the Governor, cc'd to all local representatives. Maggie provided updated numbers. This letter specifically advocated for SHIA and AB34 monies. Johanna will follow up with Trent Rhorer from DHS for an update. Dar handed out a flyer from Housing California but hopes Maggie will provide a broader update later.

2) Shelter Plus Care
Dar reported on this issue, as he has been working a lot with the National Coalition. This is at a critical juncture. If this current legislation is passed, Shelter Plus Care (S&C) could look a lot more in structure like McKinney. A concern raised is that this means less affordable housing for the non-disabled population but most people are supporting it, despite this impact. The legislation calls for an increase in the allocation of Section 8 budget with no change to the McKinney budget. The position is not to push anyone out by moving the program. Dar doesn't know when we will have more concrete information on status. Dar would like to request a letter from the Local Board in support of the National Shelter Plus Care Coalition. Dar passed out a template letter of support. The Coalition will be asking for a one renewal of S&C projects. This is a big hassle. Nationally, that's 37 million for a one year carry. Dar is willing to carry this letter to Washington, D.C. when he goes to lobby on the hill and to specific legislative staff. He can work with Johanna about specific language. This way, the Coalition attempts to be local as well as national.
Does the National Coalition on Homelessness agree with this position? Yes, they disagreed on block funding of McKinney. At this point, it appears block funding is dead as an issue. Dar explained this legislation would move the program, not dollars. This would mean an additional allocation to Section 8 with no change in regulations. The Coalition would prefer 5 years but will settle for one. The sponsors are very worried about the implications of one-year funding. This legislation is actually rewriting a bill. S&C has been around since 1991. Every Section 8 already does a one-year renewal so it would be in sync there. It was discussed about having the same standard for Section 8 and S&C and what those implications would be. Section 8 used to be 10 years for McKinney, or 15 years if not McKinney. That's a big change in regards to the work of the provider. Dar sees the point of this but letter states one-year funding so that Board won't have to commit to any long-range funding plan. Dar thinks he'll hear more of the same from

HUD and it may end up in the same place in the end. San Francisco's share of S&C for one year of funding is about 6 million. This number is based on Fair Market Rate and shouldn't be used too literally. That number is the Knox and TODCO. The National S&C Coalition tried this same thing last year. Right now, the S&C burden is staggered but if this works, it will all be due at the same time.
The Funding Committee agreed to draft the letter for the full Board to review on July 10th. Johanna can fax the letter to Dar in D.C. for his use in lobbying.

3) Housing Rally
The State housing budget was stopped at the Rep. Assembly. The rumors are that the governor doesn't buy off on the multifamily housing project at $244 million. The Supportive Housing is $10 million in construction and $10 million in operating. It was discussed to have a letter from the Board to the Mayor to send to the Governor. Ask the Mayor to call the Governor but logistically this couldn't be accomplished.
Finance Committee meetings are scheduled for the next two Wednesdays, 6/21 and 6/28 with a Public Hearing for 6/24.

4) Unfunded McKinney Projects
The McKinney technical team is being reconvened to look at the expiring programs as well as the ones that are going to close. A plan should be developed. Laura, as chair of funding, was invited to the July technical team meeting.

5) 2001-2002 Budget Process
The purpose of this agenda item is to implement a system where the Local Board can participate in the budget development process. At the July or August meeting, representatives from DPH, DHS, MOCD, MOCYF and George will be invited in order to discuss the approach these departments will be taking for budget year 2000-2001.

Next meeting Monday, July 17, 2000 at 25 Van Ness, 8th Floor
Meeting adjourned 4:10 PM

Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

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7/17/00

Local Homeless Coordinating Board Funding Committee Meeting
Monday, July 17th, 2000, 2 PM- 4PM
25 Van Ness Ave, Room720
AGENDA

I. **For discussion and possible action:** Update on Shelter Plus Care federal initiative

II. **For discussion and possible action:** Planning the meeting for City homeless budget process for next year.

III. **For discussion and possible action:** Update on the State budget

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IV. **For discussion and action:** Follow up on WIB letter

V. **For discussion only:** Update on McKinney technical team

VI. **For discussion only:** Impact of WIA and state of funding for employment and training programs.

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF FUNDING SUBCOMMITTEE MEETING
Monday, July 17, 2000, 2- 4 PM
25 Van Ness Ave, Room 720, San Francisco, CA 94102

1) Call to order

Co-chair Laura Ware called the regular meeting of the funding subcommittee to order at 2:11 PM.

Present: Laura Ware (CHP), Jim Kennedy (PIC), Manny Morales (UNOP), Johnny Baskerville (Swords), Johanna Keeley (MOOH), Mauricio Aviles (Arriba Juntos), Barry Hermanson (Local Board)

2) Shelter Plus Care update

Dariush Kayhan from DHS couldn't be present today and he left information with both Laura Ware and Johanna Keeley, who reported back to the group. No decision will be made on a federal level about moving S&C out of McKinney to Section 8 until at least September when the conference committee from the Senate meets. The Senate at that time tries to resolve all bills. We will need to continue to push Christopher Bond, the Chair of the Appropriations Committee. This strategy implies that S&C has the best chance of survival with housing programs, not under homeless funding. This way, it would become integral with other housing programs. Dar thanks the Local Board for their advocacy effort.

Laura mentioned that while Dar was in D.C., he met with Fred Karnas, the head of HUD homeless program, who mentioned that attorneys are currently examining the administrative costs of SHP. It is thought that non-direct client costs may be removed from coverage. This includes items like supplies, administration, supervision and reporting time. SHP may only cover direct client costs. Agencies will be expected to pick up the difference and this could be disastrous. The attorneys are still interpreting the regulations so there may be time for advocacy. The thought it that the cities have been 'misinterpreting' the regs and the attorneys will be clarifying it. The item was discussed in regards for the Board to have strong voice now to advocate for the regs remaining the same. It was also discussed that however this resolves itself, that we should take the initiative and notify the provider community as to the changes. Three action steps were suggested and approved:

1. Johanna to write a letter to Fred Karnas, cc'd to Steve Sachs, DHS and Mayor Brown expressing our concern and advocating for non-direct costs to remain. Johanna can get letter to Paul Boden who will be meeting with Fred Wednesday.
2. Johanna will contact the National Coalition on Homelessness and see if she can get a list of other Local Boards.
3. We would distribute our letter to the other Boards with cover asking "For Urgent Action".

When a decision is made, a community letter explaining the changes should be drafted.

3) City Budget Process

Laura introduced this item as a plan to invite all City staff involved with budgeting to the next Funding Meeting. The idea would be educational to understand and then possibly impact the process for next years budget. This would help us understand exactly how much money is allocating to homeless people and programs. This is a proactive action designed to involve the

Board more with budgeting. It was decided to invite all the City Department and also George Smith as the Coordinator. It was decided to invite Taylor Emerson from the Mayor's Budget Office to the following meeting to put a final perspective on it. From each department, the committee would like to hear the following points:

- What is the yearly timeline for the budget? What is your department's approach?
- What do you use for baseline?
- How are decisions made about percentages used from General Funds?
- How does your department set funding priorities? Is that City-wide or department wide?
- How is it separated what goes into a homeless budget?
- How does this years State budget potentially impact the process?

4) WIB letter

Johanna delivered letter to George to give to the Mayor and also sent a copy directly to him. Laura urged members to call George to encourage him to give it to the Mayor. The group also decided to send a copy to Will Lightbourne, Director of DHS with a nice cover letter. We presented two people but didn't ask for 2 seats. There are 49 seats on the WIB Board and 51% of them must be for profit business. We may want to do a follow up letter to explain the need for a voice for homeless people on the Board. We should also be at the first meeting, offering public comment and even suggesting a subcommittee to focus on homeless issues.

5) McKinney Technical Team

Laura was invited to the next City meeting, where the planning for this years McKinney process will happen. Laura can't go and Carrie Dipman will be going instead. The meeting is Friday, July 21, 2000.

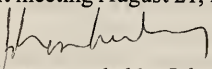
6) Impact of WIS

Laura placed this item on the agenda for hopes of discussion and ideas on how to support funding for homeless training and employment programs in San Francisco. They didn't get the Department of Labor grant. There were only 6 awards made nationally and competition was intense. There is the Employment Training Tax, which is a state tax that employers pay. It's 1/10 of 1% but generates millions in California. Most of money goes to employers to retrain. Barry said any business with 'negative' reserve accounts don't have to pay.

The Board will need to continue to see the whole picture and articulate the importance of employment and training programs. We will need more information. It was discussed if this could be addressed to Will Lightboure because his department needs to deal with this funding situation as well. Perhaps lobby together for General fund dollars, which at this point, no General Fund dollars are allocated for homeless employment and training. That could create leverage for private funds. However, businesses might not be interested, as they don't need anyone. Language is still a huge barrier. Maybe meet with Tony Lugo? It should be an item on next month's agenda. DHS has a lot of CALWORKs and Welfare-to-Work dollars to spend down. How can we access that money? Maybe Emilio Cruz from OED?

Meeting adjourned 4 PM.

Next meeting August 21, 2000, 2 PM – 4PM at 25 Van Ness, Room 720.



Minutes recorded by Johanna Keeley, Special Assistant to Mayor's Office on Homelessness

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Local Homeless Coordinating Board Funding Committee Meeting
Monday, August 21st, 2000, 2 PM- 4 PM
25 Van Ness Ave, Room720
AGENDA

I. **For discussion only:** Presentations from City Departments on budgeting process, specific to homeless services.

II. **For discussion and possible action:** Any update on national Shelter Plus Care

III. **For discussion and possible action:** Any update on the State budget

IV. **For discussion and possible action:** Election of new co-chair

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MINUTES OF FUNDING SUBCOMMITTEE MEETING
Monday, August 21, 2000, 2- 4 PM, 25 Van Ness Ave, 8th floor, San Francisco

1. Call to order

Chair Laura Ware called the regular meeting of the funding subcommittee to order at 2:07 PM.
Present: Laura Ware (CHP), Manny Morales (UNOP), Johnny Baskerville (Swords), Johanna Keeley (MOOH), Barry Hermanson (Local Board), Sam Cobbs (Larkin), Gene Coleman (MOCD), David Newcomer (COA), Kate Durham (DHS), Daruish Kayhan (DHS), Dan Kim (DHS), Lisa Gray (YCD), Jenny Friedenbach (COH), Rita Semel (Local Board)

2. City Department Budget Presentations

Mayor's Office of Community Development. Gene Coleman presented for his department. He passed out a handout with specific details on their projected timeline. They submit one package to HUD in collaboration with Mayor's Office on Housing (MOH) as part of their funding process. MOCD is part of a federal program, begun in 1974 and amended to include more housing in recent years. Traditionally, MOCD did 'bricks and mortar' funding. MOCD is a local program with ultimate authority with the Mayor. Housing and Urban Development (HUD) requires citizen participation in its process so MOCD holds public hearings for input. They are trying to make the public hearings better and to reach out to more people in the community. They will be doing focus groups this year for that purpose. MOCD traditionally funds what is in the Continuum of Care, through HOME and HOPWA funds mostly. All together, they have about 25 million in federal money. Their Notice of Funding Availability (NOFA's) are usually issued in November. Historically the assumption has been that all current programs are worked into the baseline of the next year's budget. Capital projects may be done over a few years, depending on the project. Approximately 3-4 new programs a year are funded and about 2-3 are defunded. Their funds can be more flexible than other sources. They just have to meet the national criteria that is specific to serving poor people. Homeless people are delineated as group apart from that. The funds that probably serve homeless people the most are the ESG funds, which are about 900,000 a year. MOCD has a Citizens committee, appointed by the Mayor. MOCD does set aside emergency money. For example, the current crisis of rental space for non-profits is something MOCD can respond to from their emergency funds. MOCD typically gets 250 proposals and funds 150 of them. The Mayor is very involved and reads all the proposals. Their submission to HUD and the City is very similar except the City may be more in-depth and reflect multiple funding sources. They do have a 15% cap on public services and a cap on admin. If a need comes up that's different from the Continuum of Care, it would be considered public testimony and be on the public record.

Mayor's Office of Housing. Joel Lipski presented for his department. Besides the CDBG and HOME funds the office administers, it also deals with non-federal sources. Examples of these include the Prop A money, hotel tax funds, and fees collected from developers of office building and commercial space. Their budget process is on going but they are on the same general timeline as MOCD. In the spring, a budget of all projected funds for the next year is assembled and funds are allocated to various pools based on target populations such as seniors, families and homeless households. MOH funds no services, only capital. MOH participates in public hearings and listens to the needs. They also have an on-going advisory committee called the Comprehensive Housing Affordability Strategy (CHAS). This is a HUD required committee that advises on budget and housing policy. The CHAS was the precursor of the Consolidated (Con) Plan, which the City has had since 1992. The CHAS is made up primarily of mayoral appointments but is an open group. The CHAS includes anyone who has to do with housing.

They meet monthly with subcommittees. It's the supportive housing subcommittee that deals primarily with homeless dollars. The MOH budget can be seen to have 3 pieces:

1. Additional money for currently operating projects that need significant capital improvements. This gets toward the preservation of our current housing stock.
2. Funds for projects in development that are not yet completed. MOH estimates the amount they may need when preparing the annual budget.
3. Funds that can be used to start new projects. How to allocate this money is what the CHAS and public hearings advise about.

MOH has more leeway than other departments to adjust between the above three categories. In recent years, they have not spent all the allocated funds for new supportive housing. They haven't gotten as many bidders for the projects they could have funded. Such carryover money creates the baseline for the next year. MOH funds can commit over more than one year. The budget then informs the NOFA and then staff works with sponsor to get a proposal in shape and also to help leverage other funds. From there, it goes to the Loan Committee, which is a group of 3 people and then to the Mayor. Joel explained that about 10% of the entire MOH budget is set aside for emergencies and not to be missed opportunities. Recently, the problem for supportive housing is not so much lack of capital; it's finding sponsors to come forward to it to use the available funding because MOH can't directly purchase things themselves. MOH provides the funds for someone to purchase a property, should one be suddenly available. The biggest help Joel feels would be to have more players in the game, like the formation of Community Housing Partnership 10 years ago. That's why MOH created the feasibility grant to encourage other non-profits to get into housing. MOH is considering methods to make churches eligible for funds to develop housing. Unlike MOCD, the Continuum of Care isn't that much of a guide for MOH. The housing chapter isn't very helpful for specific budget issues. Joel hopes the update can provide more direction. Joel would like to see the Local Board become more involved with the process, probably early on in the budget process like around April when the action plans are formed. Perhaps the Board should look at action plan and how it matches with McKinney. Joel reminded the Board that McKinney should be thought of as service dollars. The best it can do for housing is 3 years with some capital. If one is thinking of permanent housing, think MOH. The CHAS is the best place to become involved in the process. The Local Board should have a representative at the Supportive Housing subcommittee. This should be followed with more discussion.

Department of Human Services. Dan Kim presented for his department. He provided an extensive handout on DHS's finances. DHS covers many other funding sources than homeless McKinney dollars. The DHS budget covers 434.7 million. One-third of that budget is General Funds. The McKinney funds are spread throughout the budget because it's a grant and that's the why DHS deals with grants. It was recommended to separate out the McKinney funds for the Local Board so that they could clearly see. McKinney and DHS are on different funding cycles. DHS has a yearlong budget process. The conversations for next year's budget begin in September. See page 11 in the handout. The Director of DHS, Will Lightbourne, reviews all budget requests in December. So from September to January is the development of the budget. The time for input is now. After February, the budget is essentially out of control of DHS and into the Mayor's Office. Dan advises to advocate early with the Board of Supervisors regarding addbacks. Program managers have no strict guidelines on how to develop their priorities but the assumption is that ideas are coming from stakeholders. There is however, no formal place for input. It was suggested that the Local Board could perhaps provide that forum for input; maybe

establish a community forum. For DHS, almost all homeless programs are funded from the General Fund.

Contracts are not automatically annualized and programs should not assume that. The DHS program managers make annualizing decisions. The baseline starts with the general fund dollars spent last year. This year that was 112 million. Then one-time funding is removed and other exceptions. DHS cannot keep federal saved money (like the decreased in the amount of people on assistance). Who makes the actual decisions in DHS depends on the circumstances and there isn't a specific process. The program managers provide recommendations that go to the deputies and then Dan. If it's mid-year outside the budget, Will or the Mayor's Office would make those decisions. If addbacks happen later, that's outside the DHS system. Jenny commented that for addbacks, getting the departmental buy-in is critical to success. DHS has some flexibility with its CALWORKS dollars.

It was recommended the budget information be included in the monthly reports the departments provide for the Local Board.

The Living Wage was discussed as an example of the budget process. It is the process for the fall but DHS will need direction from the Mayor's office before including it in the budget. Dan doesn't know how additional state or federal funds will effect the DHS budget at this time. Dan would like to partner with the Board for leveraging for more state and federal funds. He would like to see the Board become more active in lobbying the Board of Supervisors and the Mayor.

Department of Aging and Adult Services. David Newcomer presented for his department. His budget reflects an interdepartmental contracting with DPH and DHS. They have been trying for years to work on master contract with agencies that have contracts with COA, DPH and DHS and has been unsuccessful. COA works on a four-year timeline. Every four years, the table is supposedly cleared for anyone to apply but like MOCD, the same players show up year after year. They would also like to see new players in the field for contracts. The last week in September, the Mayor sets the baseline for the department. Then, discussion happens over the next month to get definite on that. Then community hearings and needs assessment occur. The Mayor's Office is a guide throughout the whole process. COA is trying to shift from a provider driven needs assessment to a senior/consumer based needs assessment. COA is working towards reaching out to disenfranchised populations. Everything goes through their Advisory Council, which is appointed by the Board of Supervisors. The budget goes before them in December. This group will become more important in the future as COA expands to include the public guardian and public conservators. It will also be merging with Adult Protective Services, which is 13% of the DHS budget. After the Council, it goes to the Mayor. This year, COA asked for an extra 2 million but didn't get it. Last year, they got 500,000 back so the process can work. Addbacks are only for one year of funding. Homelessness should get on the senior radar and be targeted.

With that, the presentations concluded. It was suggested to continue this forum next month with DPH, MOCYF and Criminal Justice. Then we can recap the key points and see what the committee wants to do. Central themes should be looked for to see if we can bring continuity to the process. At the end, the Mayor's Office should present. Johanna will follow up.

The Funding Committee will write a letter to DHS requesting to partner with them for a community process for input into their budget process.

Deciding on a new chair was deferred for one month. Meeting adjourned at 4 PM.

Next Funding Committee is September 18th, 2000 from 2-4 PM at 25 Van Ness, 8th Floor.

Notes taken by Johanna Keeley., Mayor's Office of Homelessness

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Local Homeless Coordinating Board Funding Committee Meeting
Monday, September 18th, 2000, 2 PM- 4 PM
25 Van Ness Ave, 8th floor Conference Room
AGENDA

I. **For discussion only:** Presentations from City Departments on budgeting process, specific to homeless services-DPH, MOCYD, Criminal Justice and the Mayor's Budget office

II. **For discussion and possible action:** Key points from City budget presentations and what committee wishes to do with information.

III. **For discussion and possible action:** Any update on national Shelter Plus Care

IV. **For discussion and possible action:** Any update on the State budget

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MINUTES OF FUNDING SUBCOMMITTEE MEETING
Monday, September 18, 2000, 2- 4 PM, 25 Van Ness Ave, 8th floor, San Francisco

1. Call to order

Chair Laura Ware called the regular meeting of the funding subcommittee to order at 2:15 PM.
Present: Laura Ware (CHP), Johanna Keeley (MOOH), George Smith, (MOOH), Barbara Garcia (DPH), Taylor Emerson, (Mayor's Budget Office)
Laura announced the intention of the budget presentations to be eventually to have all departments approach the homeless aspect of their budgets the same and that it is defined in a similar way.

2. City Department Budget Presentations

Department of Public Health. Barbara Garcia presented the budget process for her department. She stated her department wants to work closer with DHS but for this year, they had already prioritized their items and DPH felt they weren't a participant in the process. At any time in DPH, three different budget years are being considered. First, close out items are monitored and any carry forward monies are identified. Carry forwards are when the auditors give permission to bring funds forward to the next year. This usually isn't clear until July. An example for this year was youth residential money. Next, the current year's budget is in a state of development. RFP are never done before the budget starts, unless it's a stable funding source like state dollars. Finally, development for next years budget is going on. Barbara would like to design RFP's as team approach using a format. DPH is looking very closely at integration of its different departments. Barbara is going to require integration of at least one other department to get any initiative on the department's table. For example, substance abuse would have to talk with mental health. Hopefully, Treatment on Demand (TOD) is already thinking integration. Barbara believes that forcing this sort of integration is the only way to bring it off.

Barbara suggests the Local Board send ideas through Anne Kronenberg. DPH has its own internal homeless coordinating committee. Another way would be to send an official document to the Executive Budget Committee. The timeline would be by October for the next budget year.

DPH has some general concepts in place but no firm initiatives at this time. For example, Barbara is hoping the Strengthening Single Adult Committee will be bringing forth some recommendations for DPH. DPH needs the themes ASAP. November may be too late in the budget process. Barbara passed out a timeline but in general the top 4 on the handout happen two months earlier. Barbara would also like to merge town hall meetings with on-going budget discussions. The vision for DPH is that it doesn't do the planning; it wants to be responsive to community needs.
DPH does have to employ some financial strategies, particularly due to the cost of having a county hospital. DPH in general is seeing more acute people and less reimbursement happening. As an example, Barbara described the department's approach to soft tissue infection by expanding the wound care center at SFGH ER. This will maybe save 4 million in one year. Barbara's budget planning only covers her side of DPH.
Another financial strategy of DPH is to respond to loss of funding threats. For example, the loss of Ryan White funds.

Mayor's Budget Office. Taylor Emerson presented from the Mayor's office. She explained the technical City budget process, some of which is laid out in the City Charter. She also provided the committee with copies of the Mayor's Proposed Budget for 2000-2001. It is very helpful to want something to be included in the budget to appraise the Mayor's Office early on in the process. They have the only City-wide perspective. Taylor can get information from George but it's always a good move to keep them in the loop personally.

Taylor explained that budgets are both revenue and expenditures. It must balance yearly by City Charter. Generally, all the money is spent. The process is on-going and the Controller's office has the final say in revenues. The Controller's Office and the Mayor's Budget office determine the baseline for yearly planning. What is included here is often a policy decision. Add backs from the Board of Supervisors are one time only. That's not exactly the case with a mayoral add back. In general, the City knows the baseline by November/December. All monies go through the City office, even state, CALWORKS, etc. They verify and appropriate it to the designated department.

It can be very arbitrary how an item gets earmarked as 'homeless' funds. What do you count? Unless it's very clear cut, like shelter services or salaries, it becomes very nebulous. For example is low income housing money homeless specific? Domestic violence services? There is no agreed upon City definition on what a homeless budget is. At one point, it was roughly calculated to 60 million but that's over a year old. She is not even convinced what knowing the exact number would do. Taylor agrees that numbers can make a mis-impression. The Police and DPW have homeless budgets. All these agencies can distort the actual amount of services provided for homeless people. Once you add it that and items like General Assistance, the numbers climb to almost 75 million.

DPH is looking at the homeless dollars by two criteria. First, dollars for exclusively homeless people and then programs that are used by mostly homeless people. Not every department does it this way. The City doesn't see any more integration happening in terms of homeless definition but the Local Board would. Taylor and Barbara caution the Board that counting services and dollars can be very time consuming and cumbersome. There is overlap and where there is overlap, there is integration and integration means reductions.

So, after the baseline and revenue calculation is done, the City has either a surplus or gap. Currently we have a 75 million dollar gap. This is mostly due to the statewide problem is having a county hospital. We have other big financial problems like COLA's, too.

Laura asked who ultimately makes decisions about initiatives. Taylor views the process as a dance between the departments and her office. Her office gives general instructions in December and then the departments in February submit their budget. If the departments want, they also submit enhancement requests of what would also be nice, if funds were available. The Mayor relies of the departments for initiative ideas. Then, the Mayor's Office rethinks each one in terms of cost and what the benefits are.

The Local Board is a kind of parallel situation with McKinney as the City is with the entire budget. There is not enough money to maintain the current levels of services. This committee wants to bring in other funding streams on a large scale. Taylor pointed to the Hotel Council as a possible source.

Taylor said the City really is looking towards performance evaluations of providers to ensure that in terms of money, they are getting the best value for services. The Mayor's Office wants to see outcomes.

A discussion was held about the relationship between the City and non-profits. The City will be getting tougher on CBO's. They see a reduction in services coming which will in the end, create healthier CBO's. Laura pointed out it's really a symbiotic relationship. Taylor pointed out that the City will be concentrating on wages this year, because that's the cry that they heard. If money goes to wages, a service cut will have to come from somewhere else.

To carry this conversation on, another funding committee meeting was set for **Tuesday, October 3rd, from noon until 2 PM at 25 Van Ness, Room 720.**
Meeting adjourned 3:30.

Notes taken by Johanna Keeley, MOOH

Local Homeless Coordinating Board Funding Committee Meeting
SPECIAL SCHEDULED MEETING
Tuesday, October 3, 2000, 2 PM- 4 PM
25 Van Ness Ave, Room 720
AGENDA

I. **For discussion and possible action:** Key points from City budget presentations and what committee wishes to do with information.

II. **For discussion and possible action:** Planning a community forum with DHS and DPH in regards to providing input into the budget process and recommendations to City departments.

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MINUTES OF FUNDING COMMITTEE MEETING

Monday, October 3, 2000, 2- 4 PM, 25 Van Ness Ave, Room 720, San Francisco

1. Call to order

Chair Laura Ware called the regular meeting of the funding subcommittee to order at 2:30 PM.

Present: *Laura Ware (CHP), Johanna Keeley (MOOH), Rita Semel, co-chair, Local Board*

Laura began the meeting with a recap of the presentations to date. Laura will stress the importance of the funding committee at the next Local Board meeting. Rita reviewed the results of the attendance item from the Steering committee. Concern was expressed over not just the low attendance of members but the problems in attracting new members to the Board, particularly in the arena of business and foundations. It's also a procedural issue too with the membership committee only being able to make recommendations for removal or addition of seats. With no internal process of reviewing, it becomes difficult to enforce consistent and involved participation. The Funding committee was designed to take on more a more broad focus than just McKinney funding. Laura would like to see all communication from the McKinney work team in writing, to help with clarity.

The critical pieces from the budget presentations were reviewed. Of interest was the fact that a one-time add back from the Board of Supervisors does not automatically go into the baseline. Hospitality House is an example of this. Also, the timing of the budget was of interest. The Mayor's Office puts out its budget instructions to the departments in November or December. This means it's critical to get the Board's message out now. Laura was surprised that the Mayor's office was unable to identify categorical costs of homelessness. They stated an unwilling to undertake this, as it takes a lot of resources and times. However, the departments mostly are able to do this. DHS and MOCD can already do this and DPH is close to achieving this. Laura sees a value in trying to approximate the beneficial services to the homeless. Lastly, the Mayor's Office identified a potential 75 million dollar gap in this year's budget already. What does the Board want to do with this information?

Laura suggests sponsoring a forum that is budget specific. People can come and say what they want their funding priorities to be. This would be the first time ever for this sort of forum. DHS has no formal place at this time for community input. This would be designed primarily to listen, not to begin a dialogue. After discussion, the following was agreed to recommend in a memo to DPH and DHS-to be sent out ASAP by Laura:

- Use Health Commission Chambers at 101 Grove
- An evening meeting, preferably for 3 hours
- Create a flyer and distribute to the following mailing lists: DPH, DHS, MOOH, MOCD, Shelter Strengthening, district merchants, chamber of commerce, GA homeless list.
- The listening team would be comprised of representatives from the Funding Committee, the Local Board, DHS, DPH and members of the McKinney Team.
- Local Board funding members should facilitate.
- Suggested dates are Wednesday, November 8th or Thursday, November 9th.

The agenda for the next Funding meeting for October 26th from 1-3 PM at 25 Van Ness, Room 720 was set. Items to be:

1. Recap city presentations
2. Update on community forums
3. Discussion of potential priorities for budget process
4. Report on unfunded McKinney projects.

Meeting adjourned 3:30. Notes taken by Johanna Keeley, MOOH

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Local Homeless Coordinating Board

Funding Committee Meeting

Thursday, October 26th, 1 PM- 3 PM
25 Van Ness Ave, Room720
AGENDA

I. **For discussion only:** Recap. City budget presentations

II. **For action:** Update on community forum with DHS/DPH on homeless budget priorities

III. **For discussion:** The potential priorities for the budget process and how the community forum influences this.

IV. **For discussion:** A status report from DHS/DPH/MOOH on unfunded McKinney projects.

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MINUTES OF FUNDING SUBCOMMITTEE MEETING

Thursday, October 26th 2000, 1-3 PM, 25 Van Ness Ave, Room 720, San Francisco

Chair Laura Ware called the regular meeting of the funding subcommittee to order at 1:15 PM.

Present: *Laura Ware, funding chair (CHP), Johanna Keeley (MOOH), Rita Semel, co-chair, Local Board, Anne Kronenberg (DPH), Maggie Donahue (DHS)*

The meeting was called today to set the structure and agenda for the public hearing on November 9th. Laura will be the facilitator and Rita will cover the process and the rules. Rita will gather the public speaking cards and call people to testify. There will be no questions or responses; this is a listening forum only.

It was decided to set up flip charts along the borders of the room, correlating to the major categories of the Continuum of Care plan. Another clipboard will be set up for 'parking lot' issues. It is hoped that the chairs of the Continuum of Care will write on the flip charts as issues arise in these areas. Johanna will take notes and tape record the hearing.

The information from the hearing will flow as follows: The funding committee will review and deliberate and make concrete recommendations to the Local Board. Then, the recommendations will be given to City departments by early December. Maggie, Dar Kayhan, Christian and Dan Kim will represent DHS from the budget office. DHS is having it's own internal public hearing on November 1. The goal of that hearing is to see if DHS's goals resonate with the community ideas. They are looking to build on what works and leveraging existing resources.

No specific budget numbers will be in the hearing so as to keep the process clean and focused. Anne will be coordinating with Barbara but thinks Barbara will be there, along with Phyllis Harding, Nancy Pressin or Jo Ruffin, Monique S., Larry Doyle and/or Ken Jensen. Maggie and Anne will confirm with Johanna so name tags can be made. Laura would like to see a one-page handout on the budget process be available. Maggie suggests inviting someone from the Mayor's Budget Office. Johanna will follow up with this, as well as coordinating staff from MOCD. Maggie suggested asking George to recommend someone from the Mayor's Office to present a 5-minute overview of the City budget. Any one from any of the departments could do this but it would be helpful to include the Mayor's Office.

The agenda will be as follows:

6:15-6:30 Welcome and introductions.

This will include background on the funding committee and the Local Board. The People's budget will be acknowledged. Context and ground rules will be reviewed.

6:30-8:45 Testimony-limited to 3 minutes. Rita to time and Laura to help keep people on target.

8:45-9:00 Wrap up and closure.

Johanna will arrange for agenda and sign up cards to be on every chair in the room. Additional cards will be at the sign in table. Johanna will gather cards, towards the right front of the room and pass to Rita. The cards will have room for name and organization and say "if you wish to speak, take this card to the front right side of the hearing room".

Laura would like to see staff who are instrumental in the direct oversight of homeless programs be present. Directors would be nice and are welcomed. It was agreed to only have the budget staff on stage and place the other department staff in the front row, to minimize potential conflict. Rita will sit in the middle and Laura and Johanna will sit to the side.

Next year, it was agreed to do other earlier in the budget process. **Next meeting for 11/20, 25 Van Ness, Room 720 from 3-5 PM.**

Notes taken by Johanna Keeley, MOOH

Local Homeless Coordinating Board

Funding Committee Meeting

Monday, November 20th, 2000, 3-5 PM
25 Van Ness Ave, Room720

AGENDA

I. **For discussion and action:** Analysis of the Local Board/DPH/DHS/MOCD public budget hearing. Formulation of recommendations on budget priorities to the Local Board and then to City Departments.

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF FUNDING COMMITTEE MEETING
Monday, November 20th, 2000, 3-4:30 PM, 25 Van Ness Ave, 6th floor, San Francisco

Chair Laura Ware called the regular meeting of the funding subcommittee to order at 3:09 PM.
Present: *Laura Ware (CHP), Johanna Keeley (MOOH), Rita Semel, co-chair, Local Board, Gene Coleman (MOCD), Anne Kronenberg (DPH)*
The meeting began with a discussion of the impediment to creating enough low income and very low-income permanent housing. This was generated by the continued lack of affordable housing expressed at the public hearing. San Francisco has a lack of appropriate buildings, lack of available land and a lack of capacity of building developers. SF is a land-locked town with a resistance to high-density building. Laura feels strongly for housing to succeed, we need deep subsidies. Homeless people can't even afford low-income housing. HOPE 6 housing actually decreased the raw numbers of housing, not increased. Public housing doesn't have enough turnovers to meet the demand and so a backlog occurs.
The group decided to focus on what we can do locally. After discussion, the following were suggested as budget requests:

- **Set aside enough funds for 2 family master lease projects of 60-70 units each in both the Direct Access and master leased model. This is for DHS and DPH.**
- **Create 15-20 unit for youth aged 18-25 from DHS family services**
- **Support other proposed projects for foster care youth.**

Seniors were not identified as a budget request as over 50% of the housing projects coming out of HUD are for seniors.
Ideas that were not incorporated into budget suggestions were ideas to supportive higher density buildings; to allocate General Fund money for immediate subsidies and to increase the percentage of affordable units in any housing development.
Anne commented that the DPH staff were very impressed by the testimony at the hearing and have incorporated most of the health recommendations into next year's proposed budget.
The following recommendations were made after reviewing the input from the budget hearings:

- **Expand capacity of representative payee slots with 100 added at DPH and 100 added from Department of Adult and Aging Services.**
- **Recommendation for a 24 hour family (meaning people with children) drop in center**
- **Continue to support the school district's program for homeless children through Title 1 funds.**
- **Expand family shelter capacity by 20 beds.**
- **____% in all city contracts to be for training for line staff and management. *****
- **No reduction of job training slots and General Fund dollars should be used if necessary to make up the difference.**
- **Increase childcare from Low Income Housing Funds. ******

*** specific numbers to be inserted at a later date.
The committee will pass these recommendations onto the City departments after presenting these recommendations to the Local Board.
Meeting adjourned at 4:35.
Notes taken by Johanna Keeley, MOOH
Next Funding meeting is December 18th, 2000 from 2-4 PM, 25 Van Ness, 6th floor conference room.

FUNDING COMMITTEE
BUDGET RECOMMENDATIONS FOR THE CITY DEPARTMENTS
DERIVED FROM THE PUBLIC BUDGET HEARING, 11/9/00

- Set aside enough funds for 2 family master lease projects of 60-70 units each in both the Direct Access and master leased model. This is for DHS and DPH.
- Create 15-20 units for youth aged 18-25 from DHS family services
- Support other proposed projects for foster care youth.
- Expand capacity of representative payee slots with 100 added at DPH and 100 added from Department of Adult and Aging Services.
- Recommendation for a 24 hour family (meaning people with children) drop in center
- Continue to support the school district's program for homeless children through Title 1 funds.
- Expand family shelter capacity by 20 beds.
- A percentage in all city contracts to be for training for line staff and management.
- No reduction of job training slots and General Fund dollars should be used if necessary to make up the difference.
- Increase childcare from Low Income Housing Funds.

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Local Homeless Coordinating Board

Funding Committee Meeting

Monday, December 18th, 2000, 2-4 PM
25 Van Ness Ave, 6th floor conference room

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AGENDA

I. **For discussion and action:** Revise budget recommendations from public hearing.***
- Clarify with DHS re: childcare slots
- Clarify with Low Income Housing Fund regarding facilities
- Recommendations to MOH for capital rehab. Funds for DAH and master lease program
- Address issue of master lease and DAH programs vs. permanent housing.

II. **For discussion and action:** Plan for presentation of budget recommendations to City departments.

***Document available at meeting.

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF FUNDING COMMITTEE MEETING
Monday, December 18th, 2000, 2-4 PM, 25 Van Ness Ave, 6th floor, San Francisco

Chair Laura Ware called the regular meeting of the funding subcommittee to order at 2:20 PM.
Present: *Laura Ware (CHP), Carrie Dipman (TIDHI), Wendy Phillips (BAHP), Johanna Keeley (MOOH), Gene Coleman (MOCD), Anne Kronenberg (DPH)*

The meeting began with a suggestion for an agenda item for February from Carrie Dipman to discuss the possibility of having a hearing regarding community feedback on McKinney regulations. It was decided to address this after the budget recommendation process is complete.

The committee reviewed the recommendations and the suggestions from Local Board members at the 12/11 meeting. The recommendation on childcare was forwarded to Michelle Rutherford from DHS for some clarification. It was thought best to separate the issues of capacity for homeless children and capacity in general. Funding itself may not be the issue so much as the ability to use all the different funding streams. The committee doesn't know enough about level of need, capacity or the abilities of the providers. Johanna will follow up with Michelle to find out exactly how many slots exist in the City. It was decided not to name specific funding sources or providers but to advocate for an increase in slots with a wider range of services.

For the housing recommendations, Anne Kronenberg explained how the DA program puts together funds. Marc Trotz is very creative about funding and each project is unique when it comes to funding acquisition. Anne will try to find out more. Some DPH money can be used for capital but that's often used for the health clinics and the hospital. Anne also reported that the DPH budget process is starting to experience cuts. This is discouraging but Anne reports the program managers remain very supportive of the Local Board's recommendations. The Local Board will have to support its recommendations by going to the commission meetings, lobbying, etc. Anne knows that the DA program is scheduled to expand but doesn't think it involves families.

A discussion occurred on the difficulties of creating permanent affordable housing for homeless people. The Local Board needs to advocate for the increase in affordable homeless family development. If the Local Board begins to advocate for this now, in a few years, results might be seen. Locations for possible development discussed were the Hugo, the Presidio and the shipyard. The committee decided to have two sections to the recommendations. One will be practical recommendations and the other will be budget related policy recommendations.

The committee discussed how to present these recommendations to City departments. It was decided to send an e-mail to the City staff who represent departments on the Board, asking them to review the recommendations with their directors. The staff are Anne Kronenberg, Joel Lipski, Gene Coleman and Maggie Donahue. Johanna will write an accompanying memo from Laura Ware to introduce the recommendations. The memo will explain the committee's intention to present the recommendations to the commissions in January. The DHS commission meets 1/25/01 and DPH meets 1/30 and 2/6 at 3 PM. Gene thinks the Citizen's Committee meets on the third Monday but not sure. To give the departments an opportunity to respond to the recommendations, the **next Funding meeting was scheduled for January 10th at 10 AM at 25 Van Ness, Room 710.**
Meeting adjourned at 4 PM.
Minutes taken by Johanna Keeley, MOOH

Local Homeless Coordinating Board

Funding Committee Meeting
Wednesday, January 10th, 2000, 10 AM to Noon
25 Van Ness Ave, Room 710

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AGENDA

I. **For discussion and action:** Final review of budget recommendations for City departments***

II. **For discussion and action:** Preparation for Commission hearings.

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***Document available at meeting.

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LOCAL HOMELESS COORDINATING BOARD
MINUTES OF FUNDING COMMITTEE MEETING
Wednesday, January 10th, 2001, 10am-12noon, 25 Van Ness, Room 710

Present: Laura Ware (CHP), Carrie Dipman (TIDHI), Gene Coleman (MOCD), Barry Hermanson (Hermanson's Employment Services), George Smith (Mayor's Homeless Director), Wendy Phillips (Liaison to the Local Board)

Laura began by asking Gene if he had received any feedback from his department head on the budget recommendations. Gene said that Pam would come to the DHS hearing. Laura asked if she was generally in support of the recommendations. Gene said yes, generally. Laura asked if there were any recommendations that the departments might have a problem with. Gene said that Winna (Department of Children, Youth & Families) might have an issue with the recommendation for 15-20 units for 18-25 year olds because of problems with eligibility for youth. The City's definition of youth only goes up to 22. Laura said that the committee had wanted DHS to consider a broader scope of youth other than emancipated foster youth. Gene noted that that might be an angle from which DCYF could support the recommendation since emancipated foster youth are an underserved population. Barry asked if this recommendation meant 15-20 *new* units, and if so, the committee might want to clarify that. Also, the committee decided to change the wording of this recommendation to: "***Lease* 15-20 *new* units for youth aged 18-25 from DHS family services**" (to clarify that the request was not to build new units).

Barry also said that the committee might consider a recommendation for funds for property acquisition that could be used in the future, because acquisition funds are difficult to secure. The request for master lease projects is a short-term focus. Maybe the committee should consider more of a long-term focus. Laura said that the first recommendation under policy has a long-term focus, though it is specifically focused on families. Gene suggested that it might be helpful to have the Mayor's Office on Housing do a presentation to the committee on how they do acquisition and what future plans they have for acquisition. Barry also said that the committee might want to consider a regional approach to acquisition, since property might be cheaper in other parts of the Bay Area. Gene said that because of the nature of federal funding, cities within a region are put in a position of competition rather than cooperation. Also, the bond measure for land acquisition that was passed by voters is specific to San Francisco. Gene said that San Francisco does own land in other areas that could be used for housing development. Currently San Francisco does a lot of out-of-county placement of youth and prisoners, but this hasn't been done for housing. **The committee decided to add a policy recommendation that says the City should develop increased strategies for acquisition of land for affordable housing, as well as support services.** The concept of regional cooperation would be in the jurisdiction of ABAG (the Association of Bay Area Governments).

Also, the committee should ask Joel Lipski if the MOH pipeline money includes any of the committee's recommendations. Laura pointed out that, for housing development, the availability of money is not the issue so much as other things (i.e. finding sites). The City needs to develop more housing development capacity. She said

that one policy recommendation could be to advocate moving toward high density. Gene said the committee needs to check with the Planning Department to see if they include high density in their plans. If they do, the Board should support it. If not, the Board should recommend it. Barry said that the Board should encourage higher density, particularly around transit hubs. It was acknowledged that with limited land resources, high density must be considered. **The committee decided to add another policy recommendation that reads "Encourage the development of higher density housing near transit hubs, and higher density in general."**

After the review of the committee's budget recommendations, the discussion moved on to preparation for commission hearings, and meetings with the Mayor and the Board of Supervisors. Carrie asked if anyone had been in contact with the People's Budget and if there was overlap/consistency between the Local Board's Budget Recommendations and the People's Budget. The committee agreed to ask Jennifer Friedenbach if she would represent the Local Board at the People 's Budget. Laura said that the committee also needed to compare the budget recommendations with the McKinney renewals. For example, the committee recommended that there be no reduction of job training slots, so we should look to see if all of the job training proposals were renewed. Laura and Gene will sit down and go through this. This comparison will be included in the presentation to the Commissions. Laura noted that we don't have copies of the department budgets yet. Gene asked when they become public. Laura said that it has to be by the time of the hearings. She also noted that the Board's advocacy strategy would depend on how much is already in the budgets. Laura asked Wendy to contact Maggie at DHS and Anne at DPH to see if the Funding Committee can get a copy of the budgets at least one week before the departments' respective hearings. If we can get copies of these budgets, this committee should meet again in two weeks to review the budgets before the commission hearings. Gene said we also might need some help with the interpretation of the department budgets. The committee then laid out the process for advocating for its budget recommendations. First, the recommendations will be given to department staff and either included in the department budgets or not. Next, they will be presented to the department's commissions, then go to the Mayor's Budget Office, and lastly to the Finance committee of the Board of Supervisors. Laura said that assuming we get the budget ahead of time and half of the recommendations are included and half are not, the committee should develop a strategy and orchestrate the comments of Local Board members who present to the commissions. Presentations should start out by explaining the Local Board's process for coming up with these recommendations (beginning with an overview of who the Local Board is). Also, the committee wants to provide written documents to the commissions. Gene said that the current budget would be impacted by the failure of Prop I on last November's ballot, by the potential lawsuit that the City is faced with, and by Hetch Hetchy. Laura said, however, that we need to look at what has been moved around within the department's baseline budgets, not just look at the budget as a whole. Gene said that we need to look at whether items can be moved around to meet these budget recommendations if the departments can't go over baseline. Laura then asked George if he could help get copies of the department's budgets and he said he would help. The committee then came up with an outline for discussions with commissions: 1) Overview: Who is the Local Homeless Coordinating Board- one of the Board co-chairs, 2) Process for coming up with these

recommendations- Laura, 3) Advocacy for specific items, based on what is already included or not included in departments' budgets. (After the committee sees which recommendations need advocacy, it will determine who will advocate for what.) 4) Closing Comments- the other Board co-chair. It was noted that the presentations should also include comments about the Board's desire and willingness to work with the departments—to be the eyes and ears in the community.

Barry asked if there should be dollar amounts next to these budget recommendations. Laura said that we would need that information from the departments themselves. Gene said that we should come up with rough estimates. MOCD might be able to help do this. Laura asked if each committee member could take 2 recommendations each and research them. She said she would call Mark Trotz, DPH director of housing re: recommendation #1, and all other recommendations for DPH. Gene will call DHS about the recommendations for that department, as well as contacting David at the Department of Adult & Aging Services re: the Rep Payee recommendation. Carrie will call PIC regarding the job training slots. Barry will call Winna at MOCYF regarding the increase of childcare slots for homeless families.

The discussion then moved on to the recommendations the committee made around training. The committee decided to modify the recommendation of creating a training line item to: "**Create a line item for *staff and management* training in all City contracts**." Regarding the policy recommendation to make current training resources accessible to non-profit provider staff, Gene suggested that the committee talk to the City Department of Human Resources to make sure they're willing to open up their trainings. Laura said that around April or May of each year, organizations with City contracts spend their "leftover" money on equipment or other big ticket items because the money has to be spent within that year. This money could be spent on training throughout the year. George said that trainings should also include helping employees with interpersonal issues. Laura said that those types of services might be more appropriate for an Employee Assistance Program rather than through trainings and that the Board might consider advocating for an EAP program for city contractees.

Committee members then noted that we should inform the commissions that we are coming to make a presentation. Roma already knows. The committee will ask Rita to contact Jane Morrison, chair of the Human Services commission, to let her know. Regarding the Citizen's Committee, Gene said they still have not set a date for budget review, but that they want to approve their preliminary program by February 12th. By the 7th, the review of proposals will be complete. The MOCD budget process is a proposal-driven process so what they fund depends on what they get proposals for. He said the committee should send a letter to the chair of the citizen's committee with these recommendations. We need to do this as soon as possible, as soon as we get the recommendations finalized. The committee decided that the recommendations would be finalized by January 25th since this is the date of the Human Services Commission hearing. Laura will send the letter to Gene and he will get it to the Citizen's Committee. Laura asked if we should go to the Citizen's Committee or just send a letter. Gene said he would let us know.

Minutes taken by Wendy Phillips, Liaison to the Local Board.

FUNDING COMMITTEE OF THE LOCAL HOMELESS BOARD BUDGET RECOMMENDATIONS FOR THE CITY DEPARTMENTS DERIVED FROM THE PUBLIC BUDGET HEARING, 11/9/00

- Set aside enough service funds for 2 family master lease projects of 60-70 units each in the Direct Access and master leased model. This is for DHS and DPH. Set aside adequate rehab. and possible acquisition funds for 140 new units for master lease housing to MOH to match above units.

- Lease 15-20 new units for youth aged 18-25 from DHS family services.

- Support other proposed projects for foster care youth.

- Expand capacity of representative payee slots with 100 added at DPH and 100 added from Department of Adult and Aging Services.

- Ensure 24 hour access for family drop in center at Oshun

- Continue to support the school district's program for homeless children through Title 1 funds.

- Expand regular family shelter capacity by 20 beds.

- Create line item for staff and management training in all City contracts.

- No reduction of job training slots and General Fund dollars should be used if necessary to make up the difference.

- No reduction in childcare slots. Other revenue streams should be available to ensure support of childcare slots.

- Increase homeless family childcare slots, which include adequate facilities and services, by 100, offering a wider range of services than currently available, including non-traditional service modalities and hours, respite, infant care, ability to serve different ages, etc.

BUDGET RELATED POLICY RECOMMENDATIONS

- By budget year 2004-2005, 50-60 family units with capital funds and subsidies will come on line and then, yearly thereafter. This should be tied to the current feasibility studies issued by MOH.

- Create better access and linkages to current training resources to non-profit provider staff.

- The City should develop increased strategies for acquisition of land for affordable housing as well as support services.

- Encourage the development of higher density housing near transit hubs, and higher density in general.

Local Homeless Coordinating Board

Funding Committee Meeting

Tuesday, February 20th, 2001, 2-4 p.m.
25 Van Ness Ave, Room 720

AGENDA

I. **For discussion and possible action:** Presentation by Mayor's Office of Housing on acquisition. What is their process for acquisition? What is in the pipeline for 2001?

II. **For discussion and possible action:** Report back from Commission Hearings and next steps for advocacy of Local Board funding recommendations.

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2/01

LOCAL HOMELESS COORDINATING BOARD
MINUTES OF FUNDING COMMITTEE MEETING
Tuesday, February 20th, 2001, 10am-12noon, 25 Van Ness, Room 720

Present: Laura Ware (CHP), Gene Coleman (MOCD), Rita Semel, Joel Lipski (MOH), Barry Hermanson (Hermanson's Employment Services), Holly Friel (Liaison to the Local Board)

The meeting convened at 2:10pm.

I. For discussion and possible action: Presentation by Mayor's Office of Housing on acquisition. What is their process for acquisition? What is in the pipeline for 2001?

1. Joel Lipski, Housing Development Director, Mayor's Office on Housing distributed two handouts on the "Pipeline of New Housing for Homeless/Extremely Low Income Households;" one outlining the project name, project manager, number of units, number of beds, type of facility, and population served, the second highlighting projects expected to be complete by June 30,2001 and projects expected to be complete by June 30, 2002.

2. Project types included permanent families, permanent seniors, permanent single persons, permanent special needs, permanent youth, transition families, transitional seniors, transitional special needs, and transitional youth. However, the table did not specify which projects were for homeless families or individuals only or for mixed use.

3. Of the permanent projects for families, three projects (165 8th Street, Rubicon TI, and TIHDI Phase 2: CHP) have eligibility criteria restricted to homeless families or recently homeless families.

4. Joel Lipski discussed a technicality regarding federal funding that the Local Board may want to work on in the future. He explained that housing projects can only be restricted to homeless families if there is McKinney funding. If there is no McKinney funding, housing laws require that anyone may be eligible.

II. For discussion and possible action: Report back from Commission Hearings and next steps for advocacy of Local Board funding recommendations.

1. Laura Ware will work to clarify the first budget recommendation bullet point to distinguish between acquisition of and master leasing of housing.

2. Gene Coleman will research how DPH and DHS fund rehabilitation.

3. Gene Coleman expressed concern about budget related policy recommendation calling for the encouragement of higher density housing near

transit hubs. Laura Ware suggested changing the line to read "Actively participate in discussions and strategies which maximize the opportunity for increased affordable housing for

homeless people in San Francisco. Laura Ware also recommended adding a fifth bullet to read "Actively participate in advocating that affordable housing units be integrated in any new housing development."

4. The Joint Powers Agreement to develop the Transbay Terminal was discussed. The plan calls for 3,000 units of housing, however it was agreed that none of these were likely to be affordable. The need for the Local Board to be involved in community planning was discussed. Barry Hermanson discussed the Better Neighborhood Plan, which involves community development around transit hubs. Barry Hermanson also discussed Supervisor Matt Gonzalez's upcoming hearing on community land trusts, which would provide permanent very affordable housing.

5. Reports from Commission Hearings were presented by Laura Ware and Rita Semel. Discussion of DHS and DPH Commission Hearings did not include feedback on Local Board budget recommendations. Gene Coleman discussed tonight's Citizen's Committee meeting and the public hearing scheduled for the end of March. A representative should attend the Citizen's Committee public hearing in March and the Finance Committee of the Board of Supervisors to discuss Local Board's needs.

6. Laura Ware discussed The People's Budget's plan to include the Local Board's budget recommendations into their budget proposal. Laura Ware discussed the need for projected costs for the Local Board's budget proposals. Gene Coleman stated that the payee slots (fourth bullet on the budget recommendations handout) will cost approximately $200,000. Gene Coleman will check on the Oshun costs. Rita Semel will follow-up with a second letter to Arlene Ackerman, SFUSD Superintendent, regarding school district's program for homeless children through Title 1 funds.

2 A strategy regarding which order to approach City Departments, the Mayor, and the Board of Supervisors regarding budget priorities was discussed. It was agreed that the Funding Committee would first meet with Department of Public Health and Department of Human Services, to ensure collaboration and support with City Departments regarding budget requests; secondly meet with the Mayor's Budget Office to express Departmental support for budget requests; and finally meet with the Board of Supervisors.

A. A special meeting of the Funding Committee was called for Wednesday, March 7, 2001, at 3:00pm. Laura Ware will contact Anne Kronenberg and Rita Semel will contact Maggie Donahue to invite them to attend the next Funding Committee meeting.

B. Laura Ware and Rita Semel will invite Bob Nelson and George Smith to a meeting with Karin Carlson of the Mayor's Budget Office to discuss the Local Board's budget priorities.

C. This same group will schedule a meeting with Supervisor Mark Leno, chair of the Board of Supervisors Finance Committee, also to discuss the Local Board's budget priorities.

The meeting was concluded at 3:55pm.

Minutes were taken by Holly Friel, Liaison to Local Board.

FUNDING COMMITTEE OF THE LOCAL HOMELESS BOARD BUDGET RECOMMENDATIONS FOR THE CITY DEPARTMENTS DERIVED FROM THE PUBLIC BUDGET HEARING, 11/9/00

(Notes from 2/20/01 Funding Meeting in brackets.)

- Set aside enough service funds for 2 family master lease projects of 60-70 units each in the Direct Access and master leased model. This is for DHS and DPH. Set aside adequate rehab. and possible acquisition funds for 140 new units for master lease housing to MOH to match above units. [Laura Ware will clarify this bullet point to distinguish between acquisition and master leasing of housing. Gene Coleman will research how DPH and DHS fund rehabilitation.]

- Lease 15-20 new units for youth aged 18-25 from DHS family services. [This goal is on target with 864 Ellis.]

- Support other proposed projects for foster care youth. [Eg, Gastinell's. Rita Semel to call to follow up on this point.]

- Expand capacity of representative payee slots with 100 added at DPH and 100 added from Department of Adult and Aging Services. [$200,000.]

- Ensure 24 hour access for family drop in center at Oshun [Gene Coleman to follow up on this point.]

- Continue to support the school district's program for homeless children through Title 1 funds. [Rita Semel to check with Arlene Ackerman on this point.]

- Expand regular family shelter capacity by 20 beds. [Cost per bed $12 per night, reimbursement rate. After Golden Gate opens? Add to existing shelters?]

- Create line item for staff and management training in all City contracts. [Out of existing budgets. Needs more specificity. Work with City departments to put language in contracts to hold people more accountable.]

- No reduction of job training slots and General Fund dollars should be used if necessary to make up the difference.

- No reduction in childcare slots. Other revenue streams should be available to ensure support of childcare slots. [Gene Coleman will check on this point. Laura Ware will look at McKinney renewals.]

- Increase homeless family childcare slots, which include adequate facilities and services, by 100, offering a wider range of services than currently available, including non-traditional service modalities and hours, respite, infant care, ability to serve different ages, etc. [Looking at this recommendation for spring.]

Modified at 2/20/01 Funding Committee Meeting

BUDGET RELATED POLICY RECOMMENDATIONS

- **By budget year 2004-2005, 50-60 family units with capital funds and subsidies will come on line and then, yearly thereafter. This should be tied to the current feasibility studies issued by MOH.**

- **Create better access and linkages to current training resources to non-profit provider staff.**

- **The City should develop increased strategies for acquisition of land for affordable housing as well as support services.**

- **[Actively participate in discussions and strategies which maximize the opportunity for increased affordable housing for homeless people in San Francisco.]**

- **[Actively participate in advocating that affordable housing units be integrated in any new housing development.]**

Pipeline of New Housing for Homeless/Extremely Low Income households

Project	*PM*	Units	Beds	Type	Population
1 Church	Lydia			Perm.	Families (1)
150 Britton	Alicia	48		Perm.	Families (1)
165 8th St.	Joan	48		Perm.	Families (1)
3101 Mission	Alicia	26		Perm.	Families (1)
421 Turk	Alicia	38		Perm.	Families (1)
4445 3rd Street	Joan	12		Perm.	Families (1)
8th/Howard Family	Scott	15		Perm.	Families (1)
Broadway & Battery	Alicia	12		Perm.	Families (1)
Geneva/Carter (precon)	Alicia	20		Perm.	Families (1)
Heritage Homes	Alicia	30		Perm.	Families (1)
Rubicon TI	Larry	52		Perm.	Families (1)
TIHDI Phase 2: CHP	Lydia	32		Perm.	Families (1)
		333			
1250 Haight	Larry	40		Perm.	Seniors (2)
5199 Mission	Lydia	38		Perm.	Seniors (2)
665 Clay	Lydia	24		Perm.	Seniors (2)
Autumn Glow	Scott		15	Perm.	Seniors (2)
Clementina	Larry	83		Perm.	Seniors (2)
International Hotel	Larry	104		Perm.	Seniors (2)
John King	Larry	91		Perm.	Seniors (2)
Laguna Honda Housing	Joel	140		Perm.	Seniors (2)
Presentation	Joan	93		Perm.	Seniors (2)
		613	**15**		
Ambassador	Larry	147		Perm.	Single Persons
Hartland Hotel	Lydia	140		Perm.	Single Persons
West Hotel	Scott	106		Perm.	Single Persons
		393			
770 La Playa	Lydia	14		Perm.	Special Needs
ARC Housing	Larry	9		Perm.	Special Needs
		23			
864 Ellis	Scott	**24**		Perm.	Youth
260 Golden Gate	Joel		**154**	Trans.	Families
North of Market Senior	Joel	**14**		Trans.	Seniors
1724 Bryant	Joel		12	Trans.	Special Needs
424 Guerrero	Alicia		27	Trans.	Special Needs
Brennan House	Joan		15	Trans.	Special Needs
Friendship House	Scott		80	Trans.	Special Needs
Jelani House	Joan		12	Trans.	Special Needs
			146		
1232 Connecticut	Joel	20		Trans.	Youth
ALFA Residential Care	Joan		6	Trans.	Youth
Gastinell's TLC	Alicia		16	Trans.	Youth
		20	**22**		

(1) For Family developments only units supported by Section 8 contracts are included.

(2) Senior developments targeted to persons up to 50% median.

	COMPLETING BY JUNE 30, 2001	COMPLETING BY JUNE 30, 2002
Family Housing		
	Bernal Gateway	1 Church
	Heritage Homes	165 8th St.
		4445 3rd Street
Supportive Housing		
	ARC	864 Ellis
	Mary Elizabeth Inn	Gastinell's
	Midori Hotel	Friendship House
		Ambassador
		Dalt Hotel
Senior Housing		
	Autumn Glow	John King
	Presentation	Clementina
	Clayton Hotel	3 completions 2001-02

Local Homeless Coordinating Board

March 07, 2001

SF Local Homeless Coordinating Board- Funding Committee

Local Homeless Coordinating Board
Funding Committee Meeting
Wednesday, March 7, 2001, 3-5 p.m.
Department of Public Health, 101 Grove Street, Room 318

AGENDA

I. For discussion and possible action: Review budget priorities with City departments.

II. For discussion and possible action: Schedule meetings with Mayor's Budget Office and Board of Supervisors.

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Local Homeless Coordinating Board

March 07, 2001

SF Local Homeless Coordinating Board- Funding Committee

Local Homeless Coordinating Board
Funding Committee Meeting Minutes
Wednesday, March 7, 2001, 3-5 p.m.
Department of Public Health, 101 Grove Street, Room 318

I. Call to Order: The meeting convened at 3:13pm.

II. Roll Call: Present were Laura Ware (CHP), Rita Semel (Co-Chair, Local Board), Maggie Donahue (DHS), Anne Kronenberg (DPH), Holly Friel (Liaison to the Local Board).

III. For discussion and possible action: Review budget priorities with City departments.

1. The Committee discussed the status of each Funding Committee budget recommendation.
A. Master lease: Laura Ware asked about the origin of funds for bricks and mortar master leasing. Maggie Donahue stated that it comes from the general fund. Maggie Donahue distributed two handouts: the DHS proposed budget for FY 2001-2002; and the Division of Housing and Homeless Programs Unmet Need for FY 2001-2002, illustrating existing programs which their proposed budget allotment does not cover. Maggie Donahue stated that the DHS budget allows for no new iniatives and no new service expansion, per instructions from the Mayor She explained that all existing programs were not included in their proposed budget because something else would have been cut. Maggie Donahue stated that DHS will bne looking at federal money and rehab money as potential funding sources for master leases. Anne Kronenberg stated that DPH supports master leasing, but their budget also allows for no new programs. She stated that DPH Director Mitch Katz will continue looking for new sites, and that if he can show that money will be saved at the hospital by moving people into supportive housing, than moneys can be shifted. Anne Kronenberg explained that DPH has more flexibility than does DHS because they have a bigger budget and more staff.
B. 15-20 new youth units: This goal has been exceeded with 24 units at 864 Ellis, which is Larkin and TNDC's new supportive housing program. 8 units have been created by the Arc of Refuge, funded by DPH, at 2500 Market Street.
C. Foster care youth: DHS is working with Gastinell's to create supportive housing for girls getting out of foster care. MOH has purchased the building for transitional housing.
D. Representative payee slots: Anne Kronenberg suggested that this may be included in the budget as an add back. She said 100 had not been added. Holly Friel is to check with Gene Coleman regarding follow-up with Adult and Aging Services.
E. Oshun family drop in center: DPH funded the Oshun program. Anne

Kronenberg will follow-up on Oshun's breadth of funding.
F. School district homeless children program: Rita Semel has not been able to meet with Arlene Ackerman. She will try to get information. The Board of Supervisors and City departments do not have jurisdiction over the School District's budget.
G. Expand regular family shelter capacity by 20 beds: The Hamilton Family Residence at 260 Golden Gate Avenue adds 103 new beds. Golden Gate has 154 beds total. This residence has the most emergency beds for families in the Bay Area. There will continue to be three rooms at the Franciscan for medical emergencies.
H. Line Item for Staff Training: Anne Kronenberg and Maggie Donahue suggest that the recommendation to create line item for staff and management training in all City contracts be contextualized differently. They stated that wage parity and a 4% cost of living adjustment (cola) for salaries and operations has to come first. They agreed that staff need increased training, but stated that better salaries and better working conditions must take precedence over increased funding for trainings. The Funding Committee joins with advocacy groups to push for wage parity and colas. Maggie Donahue committed to determine if 100% of DHS-funded contracts have training line items and talk to those contractors who don't.
I. Job training Slots: No job training slots will be lost.
J. Childcare slots: Catholic Charities childcare will be coming back. There are two McKinney renewal grants for childcare. The number will be consistent.
K. Homeless Family Childcare Slots: All childcare goes through Michelle Rutherford. Laura Ware will check with Michelle Rutherford to see what is in the pipeline.
L. Policy Recommendations: The recommendations were agreed upon.

2. DHS & DPH fully support the following points from the Funding Committee's budget recommendations:
Â· Set aside enough service funds for 2 family master lease projects of 60-70 units each in the Direct Access and master leased model through DHS and DPH. Set aside adequate rehab. and possible acquisition funds for 140 new units for master lease housing for MOH to match above units.
Â· Expand capacity of representative payee slots with 100 added at DPH and 100 added from Department of Adult and Aging Services.
Â· Continue to support the school district's program for homeless children through Title 1 funds.
Â· Expand regular family shelter capacity by 20 beds.

3. The funding committee changed their budget recommendations to prioritize the continued funding of existing programs, wage parity, cost of living adjustments (colas), master leases, and representative payee slots. The next priority is the budget policy recommendations, followed by additional budget recommendations. The funding committee budget recommendations handout now reflects these changes.

4. Ann Kronenberg recommended that the Local Board work with the Board of Supervisors to develop legislation that would annualize add backs each year in the City's budget. The Funding Committee will discuss this suggestion at the Local Board meeting on March 12, 2001.

5. Maggie Donahue has set up a McKinney funding meeting for March 12,2001. She asked the committee who would be on the McKinney technical team this year. Laura Ware stated that the Funding Committee had agreed to serve as the McKinney technical team. Funding Committee members Rita Semel, Anne Kronenberg, Gene Coleman, Carrie Dipman, would serve as the technical team. Bob Nelson would also be asked to participate. Laura Ware stated that Gene Coleman will be taking over as the chair of the Committee, as she would not be able to participate in the application part of the process due to a conflict of interest. The Committee stated that during discussions of the McKinney process itself, no one would be conflicted. A conflict

would arise once the application process begins because people/organizations would be competing for funds.

IV. For discussion and possible action: Schedule meetings with Mayor's Budget Office and Board of Supervisors.
1. The funding committee intends to meet with all members of the Board of Supervisors to seek support for their budget recommendations. The committee discussed which members of the Board of Supervisors to target for support of specific funding committee budget recommendations. Holly Friel will schedule meetings for Rita Semel, Laura Ware, and Bob Nelson to meet with members of the Board of Supervisors over the next month.
A. The funding committee plans to lobby Supervisors Ammiano, Leno, and Peskin regarding wage parity and colas.
B. They will lobby Supervisors Daly and Gonzalez regarding master leasing.
C. The committee will seek the support of Supervisor Yee regarding representative payee slots.
D. They will seek the support of Supervisor Maxwell regarding the school district's program for homeless children.
2. The Committee also plans to meet with the Mayor's Budget Office.

V. Adjournment. The meeting concluded at 4:50pm.

Minutes were taken by Holly Friel, Liaison to the Local Board.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

'01

Local Homeless Coordinating Board Funding Committee Meeting

Monday, March 19, 2001, 2-4 p.m.
25 Van Ness Avenue, Room 720

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AGENDA

I. **For discussion and possible action:** Discuss City budget recommendations.

II. **For discussion and possible action:** Discuss meetings with Mayor's Budget Office and Board of Supervisors.

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FUNDING COMMITTEE OF THE LOCAL HOMELESS BOARD
BUDGET RECOMMENDATIONS FOR THE CITY DEPARTMENTS
DERIVED FROM THE PUBLIC BUDGET HEARING, 11/9/00

BUDGET PRIORITIES

- In light of the current budget picture, the Local Homeless Coordinating Board supports the continued funding of existing programs. (See attached Department of Human Services and Department of Public Health existing services funded through these departments.)
- Wage parity in City contracts which are for delivery of services to homeless people.
- Cost of Living Adjustments (COLA) in City contracts which are for delivery of services to homeless people.
- Set aside enough service funds for 2 family master lease projects of 60-70 units each in the Direct Access and master leased model through DHS and DPH. Set aside adequate rehab. funding for 140 new units for master lease housing. Advocate with MOH to build 140 units of new permanent family housing to parallel development of master lease units.
- Expand capacity of representative payee slots with 100 added at DPH and 100 added from Department of Adult and Aging Services.

BUDGET RELATED POLICY RECOMMENDATIONS

- By budget year 2004-2005, 50-60 family units with capital funds and subsidies will come on line and then yearly thereafter. This should be tied to the current feasibility studies issued by MOH.
- Create better access and linkages to current training resources to non-profit provider staff.
- The City should develop increased strategies for acquisition of land for affordable housing as well as support services.
- Actively participate in discussions and strategies which maximize the opportunity for increased affordable housing for homeless people in San Francisco.
- Actively participate in advocating that affordable housing units be integrated in any new housing development.

ADDITIONAL BUDGET RECOMMENDATIONS

- Lease 15-20 new units for youth aged 18-25 from DHS family services. (In current draft budget.)
- Support other proposed projects for foster care youth. (In current draft budget.)
- Ensure 24 hour access for family drop in center at Oshun.
- Continue to support the school district's program for homeless children through Title 1 funds.
- Expand regular family shelter capacity by 20 beds. (In current draft budget.)
- Advocate for revenues and resources dedicated to developing staff capacity.
- No reduction of job training slots. (Currently not impacted.)
- No reduction in childcare slots. (Currently not impacted.)
- Increase homeless family childcare slots, which include adequate facilities and services, by 100, offering a wider range of services than currently available, including non-traditional service modalities and hours, respite, infant care, ability to serve different ages, etc.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Funding Committee Meeting Minutes

Monday, March 19, 2001, 2-4 p.m.
25 Van Ness Avenue, Room 720

I. **Call to Order and Roll Call:** The meeting was called to order at 2:20 p.m.
Board Members present: Mauricio Aviles, Gene Coleman, Carrie Dipman, George Smith, Laura Ware
Non-Board Members present: Holly Friel (Liaison to the Local Board), LaTanya Hurst (member of the public), Barrie Grenell (Consultant, QBA)

II. **For discussion and possible action:** Discuss City budget recommendations.
A. The Full Board's recommendations were reviewed and integrated where the Funding Committee felt it was appropriate. The following changes were made:

1. Under "Budget Priorities,"
   a. The first bullet was changed to read "In light of the current budget picture, the Local Homeless Coordinating Board seeks 100% annualization of existing DPH and DHS funded projects that need to be annualized. (See attached Department of Human Services and Department of Public Health existing services funded through these departments.)
   b. The second and third bullets, regarding wage parity and COLAs, were deleted and replaced with:
      - Compliance with Minimum Compensation Ordinance for 2001-2002 levels as well as adequate City supplied resources in order to fulfill the burden. This burden amount is estimated at _____.
      - Nonprofit community based agencies have much lower salaries then comparable programs operated by civil service taff. The agencies have experienced recruitment and retention difficulties, resulting in reduced services and long waiting lists. In addition, contract agencies operating costs, including rent utilities and furnishings have increased substantially. The agencies will not be able to maintain current service levels unless a contractor COLA is granted.
      - Increase of 3.5% relative to the CPI with respect to non-personnel for all City contracts that directly serve people with low incomes.

   c. The fourth bullet was modified to include the following language regarding displacement: "Master lease projects must be either vacant buildings or provide that tenants are protected from displacement." The MOH point was moved to form an individual bullet point.
2. Under "Budget Related Policy Recommendations,"
   a. In the first bullet point, the reference to MOH feasibility studies was deleted.

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3. Under "Addition Budget Recommendations,"
    a. A bullet was added stating: "Wage equity for front line staff for all City contracts that directly serve people with low incomes."
    b. The third bullet, regarding 24 hour access at Oshun, was changed to state: "Ensure 24 hour access for all drop in centers."
    c. The fourth bullet, regarding the school district's program, was changed to state: "Continue to advocate for ongoing funding for homeless children's school programs including tutoring, lunches, homeless child outreach, in-home support, parent/child counseling."
    d. A final bullet was added that states: "Local money should be allocated for ongoing funding for legal services to complement other services for people with low incomes."

B. Future agenda item: Evaluate how much money is needed to provide legal services to homeless people.

C. Future agenda item: Funding concerns and presentation regarding licensed and unlicensed board and care homes.

D. Correspondence with School Board regarding homeless children's school programs
1. Local Board should send three letters to the School Board:
    a. Jill Wynns, President of the School Board (from Local Board)
    b. Arlene Ackerman, Superintendent (from George Smith, Mayor's Office on Homelessness)
    c. Homeless Education Council (from Local Board)
2. Homeless Education Council should report to Local Board.

III. **For discussion and possible action:** Discuss meetings with Mayor's Budget Office and Board of Supervisors.
A. Meetings will be scheduled.

IV. **Adjournment:** The meeting adjourned at 4:00 p.m.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FUNDING COMMITTEE OF THE LOCAL HOMELESS BOARD
BUDGET RECOMMENDATIONS FOR CITY DEPARTMENTS
DERIVED FROM THE PUBLIC BUDGET HEARING, 11/9/00

2001-2002 BUDGET PRIORITIES

- In light of the current budget picture, the Local Homeless Coordinating Board seeks 100% annualization of existing well-performing DPH and DHS funded projects that need to be annualized. (See attached Department of Human Services and Department of Public Health existing services funded through these departments.)
- Compliance with Minimum Compensation Ordinance for 2001-2002 levels as well as adequate City supplied resources in order to fulfill the burden. This burden amount is estimated at _____.
- Nonprofit community based agencies have much lower salaries then comparable programs operated by civil service staff. The agencies have experienced recruitment and retention difficulties, resulting in reduced services and long waiting lists. In addition, contract agencies operating costs, including rent utilities and furnishings have increased substantially. The agencies will not be able to maintain current service levels unless a contractor COLA is granted.
- Increase of 3.5% relative to the Consumer Price Index (CPI) with respect to non-personnel for all City contracts that directly serve people with low incomes.
- Set aside enough service funds for two family master lease projects of 60-70 units each in the Direct Access and master leased model through DHS and DPH. Set aside adequate rehab funding for 140 new units for master lease housing. Master lease projects must be either vacant buildings or provide that tenants are protected from displacement.
- Advocate with Mayor's Office of Housing to build 140 units of new permanent family housing to parallel development of master lease units.
- Expand capacity of representative payee slots by 200.

BUDGET RELATED POLICY RECOMMENDATIONS

- By budget year 2004-2005, 50-60 family units with capital funds and subsidies should come on line and then yearly thereafter.
- Create better access and linkages to current training resources to non-profit provider staff.
- The City should develop increased strategies for acquisition of land for affordable housing as well as support services.
- Actively participate in discussions and strategies which maximize the opportunity for increased affordable housing for homeless people in San Francisco.
- Actively participate in advocating that affordable housing units be integrated in any new housing development.

ADDITIONAL BUDGET RECOMMENDATIONS

- Wage equity for front line staff for all City contracts that directly serve people with low incomes.
- Lease 15-20 new units for youth aged 18-25 from DHS family services. (In current draft budget.)
- Support other proposed projects for foster care youth. (In current draft budget.)
- Ensure 24 hour access for all drop in centers.
- Continue to advocate for ongoing funding for homeless children's school programs including tutoring, lunches, homeless child outreach, in-home support, parent/child counseling.
- Expand regular family shelter capacity by 20 beds. (In current draft budget.)
- Advocate for revenues and resources dedicated to developing staff capacity.
- No reduction of job training slots. (Currently not impacted.)
- No reduction in childcare slots. (Currently not impacted.)
- Increase homeless family childcare slots, which include adequate facilities and services, by 100, offering a wider range of services than currently available, including non-traditional service modalities and hours, respite, infant care, ability to serve different ages, etc.
- Local money should be allocated for ongoing funding for legal services to complement other services for people with low incomes.

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for 3/30/01

Funding Committee Meeting

Friday, March 23, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

AGENDA

I. **For discussion and possible action:** Discuss McKinney Priority Panel and recruitment.

II. **For discussion and possible action:** Barrie Grenell and Kim Fergison to report on HUD web cast.

III. **For discussion and possible action:** Discuss new permanent housing policy in regards to McKinney applications.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Funding Committee Meeting Minutes

Friday, March 23, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

I. **Call to Order and Roll Call:** The meeting was called to order at 10:13 AM.
Members present: Gene Coleman, Bob Nelson, Joyce Miller, Rita Semel
Non-Members present: Pam David (MOCD), Kim Fergison (DHS), Holly Friel (Liaison to the Local Board), Barrie Grenell (Consultant, QBA), Yulitza Peraza (DHS)

II. **For discussion and possible action:** Discuss McKinney Priority Panel and recruitment.

A. Recruitment

1. Recruitment of potential Priority Panel members will continue, including calling people who participated last year.

B. Information Form

1. The Funding Committee will create and approve an information form to be completed by potential Priority Panel members. Information requested will include contact information, organization and affiliation, why they are interested in participating, and the applicant's area of expertise.

C. Conflict of Interest

1. The following modifications were made to the McKinney Conflict of Interest form: In the second paragraph, "immediate" was deleted from "immediate family," and "domestic partner" was added after "spouse." The line now reads: "Accordingly, I hereby attest that to the best of my knowledge neither I, nor any member of my family (including my spouse/domestic partner and children)..."

II. **For discussion and possible action:** Barrie Grenell and Kim Fergison to report on HUD web cast.

A. Barrie Grenell distributed a memo regarding the web cast. (Document attached.)

B. The Committee discussed streamlining the application process for S + C (Shelter Plus Care) applications that were renewals in last year's application and have to be added to the bottom of this year's application.

C. HUD would like to see 18 month strategic plans instead of 5 or 10 year plans. This does not affect the current application process. However, the application and the Continuum of Care plan should reflect how the Local Board's priorities match its strategic direction. The Continuum of Care contains eighty-six specific actions steps. Of those, specific steps should be culled to reflect what the Board would like to happen in the next 18 months.

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III. **For discussion and possible action:** Discuss new permanent housing policy in regards to McKinney applications.
A. Strategic issues regarding whether to fund a greater number of projects for one year versus a smaller number for more years and the implications of each were discussed. This item will be calendared again for the next meeting of the Committee, on March 30, 2001.

IV. **Adjournment:** The meeting adjourned at 12:00 PM

Memorandum

4340 – 25th Street, San Francisco, CA 94114
Phone: (415) 826-2409
Fax: (415) 826-3558
E-mail: Sercle@aol.com

March 22, 2001

TO: Funding Committee

FROM: Barrie Grenell

SUBJECT: **NOTES FROM THE HUD WEB CAST REGARDING THIS YEAR'S CONTINUUM OF CARE APPLICATION.**

The person to be Assistant Secretary for HUD's Community Planning and Development (is that what CPD stands for?) is Roy Bernardi, former mayor of Syracuse.

There is $850 million allocated for this year; $322 million has been set aside for permanent housing. This includes the $255 million (one-third) mandated plus an additional $67 million that they were not able to award in last year's competition because there were not sufficient permanent housing projects proposed.

Any S+C renewals should be placed last on the priority list. We can apply for the number of units "currently under lease" at the time of application. For renewals of S+C projects awarded in 2000, we can apply for the full number that were awarded.

No continuum of care may receive more than 20% of the 2nd tier projects, should their score indicate that second tier projects get funded.

Regarding our Continuum of Care Plan, HUD wants to see 18-month strategic plans.

HUD is funding a new activity this time around—Homeless Management Information Systems, out of SHP funds. Funding may be obtained for hardware, software, staffing, implementation or expansion. No funds for developing a system.

In the past, HUD conducted environmental reviews; now that is something that local jurisdictions may do. There are new rules regarding lead based paint clean up or standards in projects.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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3/30/01
special

Funding Committee Special Meeting

Friday, March 30, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 330A

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AGENDA

I. **For discussion and possible action:** Discuss potential McKinney Priority Panel members and vote on applicant information form.

II. **For discussion and possible action:** Discuss Exhibit One schedule and oversight.

III. **For discussion and possible action:** Discuss policy recommendations for McKinney renewals.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Funding Committee Special Meeting Minutes

Friday, March 30, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 330A

I. **Call To Order and Roll Call:** The meeting was called to order at 10:23 AM.
Members present: Gene Coleman, Joyce Miller, Rita Semel
Non-Members present: Dariush Kayhan, Kim Fergison, Holly Friel

II. **For discussion and possible action:** Discuss potential McKinney Priority Panel members and vote on applicant information form.
A. Priority Panel member recruitment will continue, with a focus on seeking people who have experience working on capital projects.
B. The Priority Panel applicant information form was approved with the addition of required meeting times; a return deadline; and a request for more specific explanation of the applicant's qualifications regarding knowledge of permanent housing, supportive services, and transitional housing.
C. Holly Friel will send out applicant information and conflict of interest forms on Friday, March 30, with a request that they be returned by Friday April 6, 2001.

III. **For discussion and possible action:** Discuss Exhibit One schedule and oversight.
A. The Committee agreed that their role is to serve as the oversight team for the McKinney application process, and to advise the Priority Panel.
B. The Committee approved Barrie Grenell's proposed timeline as follows:
Drafts E-mailed out to Funding Committee members on consecutive Mondays for discussion the Friday after.
First draft due: April 30th
Second draft: May 7th
Third draft: May 14th
Final draft: May 21st
C. The Committee agreed to add the following categories to the GAPS Analysis table on page 10 of Exhibit One in the HUD application:

- Working poor single adults
- Working poor families
- Seniors (anyone 55 and over)
- People with physical disabilities

IV. **For discussion and possible action:** Discuss policy recommendations for McKinney renewals.
A. This item was referred to the Full Board at their next meeting on April 9, 2001, for discussion of the most appropriate use of the $500,000 HUD awards to cities who put a permanent housing proposal as the first priority of their consolidated application.

V. **Adjournment:** The meeting was adjourned at 12:00 PM.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Funding Committee Special Meeting

Friday, April 6, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 700, MOCD Conference Room

AGENDA

I. **For discussion and possible action:** Discuss potential McKinney Priority Panel members.
II. **For discussion and possible action:** Discuss McKinney GAPS analysis.
III. **For discussion and possible action:** Discuss collaborative agencies that are applying for McKinney funding.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Funding Committee Special Meeting Minutes

Friday, April 6, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 700, MOCD Conference Room

I. **Call To Order and Roll Call:** The meeting was called to order at 10:12 AM.
Members present: Gene Coleman, Anne Kronenberg, Joyce Miller, Bob Nelson, Rita Semel
Non-Members present: Adam Arms (Coalition on Homelessness), Kim Fergison (DHS), Holly Friel (Liaison to the Local Board), Barrie Grenell (Consultant, QBA), Dariush Kayhan (DHS), Darren Lewis (Coalition on Homelessness), Yulitza Peraza (DHS), Wendy Phillips (Bay Area Homelessness Program, SFSU), Marc Trotz (DPH)

II. **For discussion and possible action:** Discuss potential McKinney Priority Panel members.

A. The Committee discussed the McKinney estimated renewal grants, by category (Housing with services, supportive services, and capital projects), and the number of Priority Panel members (in parenthesis after each category) needed for each category. The Committee determined that it needs at least 18 people to serve as Priority Panel members.

Housing W/ Services (9)	Supportive Services(6)	Capital (3)
Golden Gate (Transitional Housing)	SHEC	New Capital
Hamilton (Transitional Housing)	Goodwill	THC (Shelter+Care)
Iriquois (Permanent Housing)	CHEF	
Treasure Island	Childcare	
ISN		
Leland (Permanent Housing)		
Cameo		

B. The Committee determined that there should be at least one City employee, at least one community member/non-City employee/service provider, and at least one recipient of services serving on each Priority Panel. In addition, the panels should be balanced, when possible, according to race, ethnicity, and gender.

C. For the large SHEC and CHEF proposals, the Committee determined that readers will have one large and one small proposal to read. Three readers will read the Shec proposal plus three different smaller proposals, and three readers will read the Chef proposal plus three different smaller proposals.

D. For Shelter + Care renewals, only the THC proposal and any new proposals need to be read.

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E. The Committee discussed potential problems around the list of Priority Panel members and their assigned categories being made public. They determined that the Priority Panel assignments will not be made public to protect them from being lobbied.

F. At the next Funding Committee meeting, the Committee will vote on a list of Priority Panel Members and finalize the training of Priority Panel members, which will be held on Monday, April 17, 2001, from 9:30 AM – 12:00 PM at 1440 Harrison Street.

III. **For discussion and possible action:** Discuss McKinney GAPS analysis.

A. The Committee discussed the GAPS analysis including the categories asked about, who would be surveyed, and who would conduct the survey.

1. It was determined that it is too late for this process to change the categories that organizations would be asked about, as the majority of the surveys have already been conducted. The Committee discussed the need to conduct a City-wide survey in order to determine the needs in San Francisco, and what categories should be added to the HUD application for next year. Barrie Grenell stated that she will be able to mention some of the categories that were not included in the survey in the narrative portion of the GAPS analysis section of the HUD application.

IV. **For discussion and possible action:** Discuss collaborative agencies that are applying for McKinney funding.

A. Yulitza Peraza discussed the "Collaborative Agencies" list that was given out at the 3/30/01 Funding Committee meeting. She explained that TIHDI, SF Training Program, Integrated Services Network, and SHEC are collaborative agencies.

V. **Adjournment:** The meeting adjourned at 12:12 AM.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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3/01

Funding Committee Special Meeting

Friday, April 13, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

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AGENDA "See revised"

I. **For discussion and possible action:** Approve McKinney Priority Panel members.
II. **For discussion and possible action:** Finalize McKinney Priority Panel training.

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Funding Committee Special Meeting

Friday, April 13, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

AGENDA

I. **For discussion and possible action:** Approve McKinney Priority Panel members.
II. **For discussion and possible action:** Finalize McKinney Priority Panel training.
III. **For discussion and possible action:** Discuss McKinney GAPS analysis.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Funding Committee Special Meeting Minutes

Friday, April 13, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

I. **Call to Order and Roll Call:** The meeting was called to order at 10:22 AM.
Members Present: Gene Coleman, Joyce Miller, Bob Nelson, Rita Semel
Non-Members Present: Kim Fergison (DHS), Holly Friel (Liaison to the Local Board), Barrie Grenell (Consultant, QBA), Darren Lewis (Coalition on Homelessness), Yulitza Peraza (DHS), Marc Trotz (DHS)

II. **For discussion and possible action:** Approve McKinney Priority Panel members.
The Priority Panel applicants included: Anne Kronenberg, Chance Martin, Deven Richardson, Scott Madden, Ron Mintz, Allison Lum, LS Wilson Jr., Eugene Coleman, Jennifer Grant, John L. Wilson, Adam S. Arms, Rebecca Ledwith, Cissy Dendy, Jennifer Oberly, Wendy Phillips, Tamar Dorfman, Charee Lord, Lee Mackey, Ann Hutchings, Jennifer Friedenbach, Belinda Lyons, Darren Lewis, Joyce Miller.

Rita Semel moved to accept all of the Priority Panel members listed above; Joyce Miller seconded the motion. The motion was adopted with unanimous consent.

III. **For discussion and possible action:** Finalize McKinney Priority Panel training.
The Priority Panel training was discussed and modified. Gene Coleman will present I. Introductions and II. Responsibilities and Guidelines for the Priority Panel; Yulitza Peraza will present III. Priority Panel Process, IV. Priority Panel Schedule, and V. Scheduling Sub-Groups Meetings; Dariush Kayhan and Kimberly Fergison will present VI. Context: HUD and the Continuum of Care; and Barrie Grenell will present VII. Instructions on Scoring Proposals, with Yulitza Peraza and Jennifer Friedenbach.

IV. **For discussion and possible action:** Discuss McKinney GAPS analysis.
Barrie Grenell presented the Draft GAPS Chart for 2001 Application.
A. The sources of the percent need section included HUD and local surveys.
B. The Committee also discussed the HUD definition of "Persons in Families W/ Children," on the GAPS Analysis chart, which does not account for the actual number of children, but only adults connected to families. Therefore, the population in need could be as much as three times higher than the HUD chart and application permits applicants to report.
C. The Committee will further discuss the GAPS analysis at the next meeting.

V. **Adjournment:** The meeting adjourned at 11:20 AM.

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NOTICE

THE FUNDING COMMITTEE MEETING
SCHEDULED FOR
MONDAY, APRIL 16, 2001, 2-4 PM
25 VAN NESS AVENUE, ROOM 720
HAS BEEN
CANCELLED.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Funding Committee Special Meeting

Friday, April 20, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

AGENDA

I. **For discussion and possible action:** Discuss McKinney GAPS analysis.

II. **For discussion and possible action:** Discuss number of homeless people in San Francisco to use for HUD application.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FUNDING COMMITTEE SPECIAL MEETING MINUTES

Friday, April 20, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

I. **Call To Order and Roll Call:** The meeting was called to order at 10:13 AM.
Members present: Gene Coleman, Maggie Donahue, Anne Kronenberg, Joyce Miller, Bob Nelson, George Smith
Non-Members present: Holly Friel (Liaison to the Local Homeless Coordinating Board), Barrie Grenell (Consultant, QBA), Yulitza Peraza (DHS)

II. **For discussion and possible action:** Discuss McKinney Gaps analysis.

A. Barrie Grenell presented the following next steps regarding the Gaps Chart:

Gaps Chart Next Steps

Now

- Review by knowledgeable persons (especially housing #'s)
- What need factors to use? (What percentages)
- Adjust chart to avoid negative gap
- Establish relative priority
- Determine the story to be told in the Gaps section of the application
- Appoint Gaps/Research subcommittee of Local Board
- Determine total number of homeless to use in 2001 applicaton

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Future

- Survey homeless sample regarding needs factors, service use
- Determine other categories to add to Gaps chart leg., # of children, outreach, transportation, working homeless, elderly

B. Questions regarding strategy for HUD application were discussed, including:

- How do we want to organize ranking to get the biggest impact for the money HUD allocates?
- Determine how many years of funding to request for various projects (1 yr., 2 yr., 3 yr.)

C. Barrie Grenell distributed "Gaps Chart for 2001 Application Draft," "Gaps Analysis Inventory" for individuals, and "Gaps Analysis Inventory" for families.

1. The Committee discussed the negative gap (-1,067) for Individuals with HIV/AIDS, and determined that this number cannot be accurate. This negative number indicates that there is an excess of services available for individuals with HIV/AIDS. Maggie Donahue will work with a group to get more accurate numbers regarding the unmet need/Gap for individuals and persons in families with children who have HIV/AIDS.
2. The Committee also discussed the negative gap (-90) for Individuals who are victims of Domestic Violence. This negative gap would also indicate that there is an excess of services available for this population. Holly Friel will contact the Department on the Status of Women's Violence Against Women Programs and Community United Against Violence (CUAV) to try to get more accurate

numbers regarding the unmet need/GAP for individuals and persons in families with children who are victims of domestic violence.

3. Limitations of HUD definition of homelessness were discussed. HUD's definition includes people living on the street, in shelters, in transitional housing, or permanent housing that required they be homeless to obtain such housing. HUD's definition does not include SRO's, or a category for marginally housed.

4. Limitations of HUD definition of families were discussed. HUD counts a family as one unit (a person in a family with children), whereas San Francisco counts a family as three units (one adult and two children).

D. Relative Priorities (high, medium, low) need to be assigned to the Gaps Chart.

1. The Committee determined that priorities would be assigned by the following percentages: 65%-100% High; 64%-35% Medium; 34%-0% Low.

2. Barrie Grenell stated that categories may be assigned as a high priority even if the gap as % of need is not high, and explanation should be given stating that costs of building permanent housing in San Francisco is much higher, as compared with other regions.

E. Barrie Grenell will email the next version of the Gaps Chart for 2001 Application draft to Committee members.

Recommendation of the Funding Committee: For next year, a subcommittee should be assigned to do the Gaps analysis and a consultant should be hired to do research for the Gaps analysis. It was also suggested that a permanent research intern position be created in the Mayor's Office on Homelessness.

The next special meeting of the Funding Committee, scheduled for 4/30/01, 10 AM-12PM, will be in closed session, open only to non-conflicted Local Board members of the Funding Committee for discussion and ranking of the McKinney application.

III. **For discussion and possible action:** Discuss number of homeless people in San Francisco to use for HUD application.

A. Barrie Grenell distributed "October 2000 Homeless Count With Additions for 2001 McKinney Application" handout.

The Committee agreed to use 12,500 as the number of homeless people in San Francisco. This figure has been used in the HUD application for the last 2 years.

IV. **Adjournment:** The meeting adjourned at 11:40 AM.

Minutes were taken by Holly Friel, Liaison to the Local Homeless Coordinating Board.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FUNDING COMMITTEE SPECIAL CLOSED MEETING

***THIS MEETING WILL BE CLOSED TO THE PUBLIC.
ONLY NON-CONFLICTED LOCAL HOMELESS COORDINATING BOARD
MEMBERS MAY ATTEND IN ORDER TO DISCUSS AND RANK
APPLICATIONS FOR MCKINNEY FUNDS.***

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Monday, April 30, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 330B

AGENDA

I. **For discussion and possible action:** Review Priority Panel ranking list of McKinney applications and propose final ranking for application to HUD.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FUNDING COMMITTEE SPECIAL CLOSED MEETING MINUTES

Monday, April 30, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 330B

I. **Call To Order and Roll Call:** The meeting was called to order at 10:10 AM.
Members present: Gene Coleman, Maggie Donahue, Jennifer Friedenbach, Anne Kronenberg, Joyce Miller, Bob Nelson, George Smith
Non-members present: Pam David (MOCD), Kim Fergison (DHS), Holly Friel (Liaison to the Local Homeless Coordinating Board), Barrie Grenell (Consultant, QBA), Yulitza Peraza (DHS), Marc Trotz (DPH-for Anne Kronenberg until she arrived)

II. **For discussion and possible action:** Review Priority Panel ranking list of McKinney applications and propose final ranking for application to HUD.

A. Pam David presented a brief overview of the Priority Panel ranking and scoring process. She explained that the process was easier this year, as compared with previous years, because all of the proposals were renewals except for two permanent housing proposals. The estimated pro-rata share for San Francisco is $6.9 plus an expected $500,000 bump for ranking a permanent housing proposal first, bringing the estimate to $7.4 million.

B. The Committee discussed the priorities of the Local Board, San Francisco, and HUD. They agreed that the two permanent housing proposals should remain at the top, as the Priority Panel ranked them.

C. Kim Fergison presented eight different scenarios for ranking the proposals. The Committee discussed the level of risk they were willing to take to make sure that all of the proposals were funded, and weighed the risk level of the different scenarios.

Jennifer Friedenbach moved, with a second by Joyce Miller, to accept the Priority Panel ranking as it was determined on April 27, 2001. The final debate was between allocating one year or two years of funding to the CHEFS program. The Priority Panel allocated two years of funding for CHEFS, which would make the total needed to fund the eleven projects ranked by the Priority Panel $7,655,949. This proposal would most likely put the lowest ranked project, Walden House, at high risk of not getting funded. **Bob Nelson made a friendly amendment to the motion, to change CHEFS from two years to one year of funding. The Committee unanimously approved the Priority Panel ranking list, with the years of funding for CHEFS modified from two years to one year, as presented below:**

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2001 CoC McKinney Process			
Priority Panel Final Ranking List from April 30, 2001 Meeting			
Agency	**Project Name**	**HUD request**	**# Years**
Projects Recommended for the 2002 Application			
North of Market Senior Services	Housing for Homeless Seniors	$ 1,751,880	10
Tenderloin Neighborhood Development Corporation	The West Hotel	$ 2,021,400	10
Community Housing Partnership	Iroquois Hotel	$ 509,532	3
Mercy Charities	Leland House	$ 454,518	3
DHS & DPH	Integrated Services Network	$ 1,241,217	1
Community Housing Partnership	SHEC	$ 282,634	2
Hamilton Family Center	Hamilton Transitional Housing Project	$ 429,301	1
Episcopal Community Services	CHEFS	$ 146,902	1
Goodwill	SF Training Partnership	$ 302,750	1
Golden Gate Community	Oak Street House	$ 181,265	1
Walden House	Treasure Island	$ 187,648	1
	Total:	**$ 7,509,047**	
Shelter Plus Care			
Tenderloin Housing Clinic	THC SRA S+C	$ 1,010,880	1
Episcopal Community Services	Canon Kip S+C	$ 898,560	1
TODCO	Knox S+C	$ 202,176	1
	Total:	**$ 2,111,616**	
To be included in next year's CoC process			
Northern California Service League	Cameo House	$ 323,272	1

III. **Adjournment:** The meeting adjourned at 11:10AM.

Minutes were taken by Holly Friel, Liaison to the Local Homeless Coordinating Board.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FUNDING COMMITTEE SPECIAL MEETING

Friday, May 4, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

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AGENDA

I. **For discussion and possible action:** First review of Draft Exhibit 1 of the McKinney/Continuum of Care application. (Document available at meeting.)

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FUNDING COMMITTEE SPECIAL MEETING MINUTES

Friday, May 4, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

I. **Call To Order and Roll Call:** The meeting was called to order at 10:45 AM.
Members present: Gene Coleman, Maggie Donahue, Bob Nelson
Non-members present: Barrie Grenell (Consultant, QBA), Yulitza Peraza (DHS), Holly Friel (Liaison to the Local Homeless Coordinating Board)

II. **For discussion and possible action:** First review of Draft Exhibit 1 of the McKinney/Continuum of Care application. (Document available at meeting.)
A. Upon further review it was determined that Cameo House would be added to the McKinney ranking list, ranked at the bottom.
B. Barrie Grenell presented Draft Exhibit 1 of the McKinney/Continuum of Care application. She had noted her questions in footnotes throughout the document. Each of the questions was addressed by the Committee.
C. It was determined that a critique for McKinney 2001 is needed to look at what should be done differently for next year's application process. The absence of banks, foundations, and the State in the process has negatively impacted the McKinney/Continuum of Care application score in the past, and should be considered for next year.
D. Exhibit 1 will be reviewed again by this Committee on May 11, and possibly May 18 and May 25.

III. **Adjournment:** The meeting adjourned at 12:00 PM.

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Minutes were taken by Holly Friel, Liaison to the Local Homeless Coordinating Board.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FUNDING COMMITTEE SPECIAL MEETING

Friday, May 11, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

AGENDA

I. **For discussion and possible action:** Discuss McKinney/Continuum of Care application. (Document available at meeting.)

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FUNDING COMMITTEE SPECIAL MEETING MINUTES

Friday, May 11, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

I. **Call to Order and Roll Call: The meeting was called to order at 10:20 AM.**
Members present: Bob Nelson, Gene Coleman
Non-Members present: Kim Fergison (DHS), Barrie Grenell (Consultant, QBA), Holly Friel (Liaison to Local Board)

II. **For discussion and possible action:** Discuss McKinney/Continuum of Care application.

A. Forms for the Mayor to sign
   1. Cover letter from Mayor Brown to HUD Secretary Martinez
   2. Special Project Certification.

B. GAPS
   1. HIV/AIDS inventory. Holly Friel spoke with Mike Shriver, Director of the Mayor's Office on AIDS, who has recent data regarding San Francisco's homeless population with HIV/AIDS. Holly Friel will contact Mike Shriver and forward the data to Barrie Grenell and Bob Nelson.
   2. The negative transitional housing number will remain.
   3. For numbers that are a high priority for the Local Board, but are not a high percentage, Barrie Grenell will include a footnote explaining that the Local Board's priorities are based on the public hearing process as well as Local Board members' experiences as service providers and recipients of services in San Francisco.
   4. The chart should include a combination of low, medium, and high priorities.
   5. The narrative will include mention of the high cost of building permanent housing in San Francisco.
   6. The City needs to survey the homeless population and service providers.

C. COC Plan Summary
   1. Define definition of short term.
   2. Include DHS Director Trent Rhorer's comments regarding the COC Plan.
   3. Discuss this section at next meeting scheduled for 5/18/01 10 AM-12 PM, 25 Van Ness Avenue, Room 720.

D. Leveraging
   1. Barrie Grenell presented data regarding McKinney applicants' money leveraged from non-HUD sources. She estimates that they have a total $42 million in leverage. Some applicants still need to submit their letters indicating sources and amounts of non-HUD funds.

E. Time Table
   1. Barrie Grenell needs all data by 5/18/01, and plans to have the application complete by 5/23/01. The application must be post marked no later than 5/31/01.

III. **Adjournment:** The meeting adjourned at 11:20 AM.

Minutes were taken by Holly Friel, Liaison to the Local Board.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FUNDING COMMITTEE SPECIAL MEETING

Friday, May 18, 2001, 10 AM -12 PM
25 Van Ness Avenue, Room 720

AGENDA

I. **For discussion and possible action:** Discuss McKinney/Continuum of Care application. (Documents available at meeting.)

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FUNDING COMMITTEE SPECIAL MEETING MINUTES

Friday, May 18, 2001, 10 AM -12 PM
25 Van Ness Avenue, MOCD Conference Room, Room 700

I. **Call To Order & Roll Call:** The meeting was called to order at 10:15 AM.
Members present: Gene Coleman, Maggie Donahue, Bob Nelson, George Smith
Non-members present: Lydia Ely (Consultant, QBA), Kim Fergison (DHS), Holly Friel (Liaison to Local Board), Barrie Grenell (Consultant, QBA),

II. **For discussion and possible action:** Discuss McKinney/Continuum of Care application.

A. Updates and changes to the McKinney/Continuum of Care application were discussed.

1. The Local Board has not received a response from the Mayor regarding the ranking list for the Continuum of Care application.
2. Leverage letters are still incomplete.
3. Exhibit One: Barrie Grenell will email the application to everyone on Monday morning. People should read the document and get back to Barrie Grenell by Wednesday with comments.
4. Barrie Grenell discussed changes to the application including: the GAPS analysis, where she added a column called "LB exceptions" to indicate priorities that are numerically low priorities but are high priorities established by the Local Board.
5. This committee's work on the McKinney/Continuum of Care application is concluded. It was suggested that next year the regular Funding Committee shepherd this process, rather than holding special meetings of the Funding Committee.

B. The regular Funding Committee will work on the following issues:

1. Formalizing the McKinney/Continuum of Care application process in a document, including Conflict of Interest and the training of Priority Panel members. Maggie Donahue stated that DHS staff will produce the document.
2. Discuss/examine prioritization of renewals.
3. Discuss potential funding streams, including providing information on potential funding sources for programs at risk of being cut and new programs.
4. Discuss holding an informational presentation during August or September for McKinney applicants.

III. **Adjournment:** The meeting adjourned at 11:15 AM.

Minutes were taken by Holly Friel, Liaison to the Local Board.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Funding Committee Meeting

Monday, May 21, 2001, 2-4 p.m.
25 Van Ness Avenue, Room 720

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AGENDA

I. **For discussion and possible action:** Review Continuum of Care/McKinney application process.

II. **For discussion and possible action:** Discuss potential funding streams.

Know your right under the Sunshine ordinance

The Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's reviews. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at: Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683. Telephone: (415) 554-7724, Fax: (415) 554-7854. E-Mail: Donna_Hall@ci.sf.ca.us.
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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Funding Committee Meeting Minutes

Monday, May 21, 2001, 2-4 p.m.
25 Van Ness Avenue, Room 720

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I. **Call To Order and Roll Call:** The meeting was called to order at 2:10 PM.
Members present: Gene Coleman, Carrie Dipman, Rita Semel, George Smith
Non-Members present: Donald Frazier (Walden House), Holly Friel (Liaison to Local Board), Barrie Grenell (Consultant, QBA), Nora O'Connor (Walden House)

II. **For discussion and possible action:** Review Continuum of Care/McKinney application process.

A. Suggestions for improving the application process were discussed.

1. Barrie Grenell distributed a memo outlining her suggestions for improving the McKinney application process. (Document attached.)
2. Barrie Grenell stated that she will document comments regarding the application process and develop a proposal design.
3. Gail Gilman, via memo, suggested that the Local Board hold a public town hall meeting for next year's renewals to discuss the possibility of not being funded.
4. Donald Frazier of Walden House discussed concerns regarding how the proposals were scored. He was asked to put his concerns in writing and submit them to the Local Board.
5. Carrie Dipman discussed developing a separate critique for HUD's application process, as well as a way to provide that feedback to HUD.
6. George Smith discussed shifting the Local Board's priorities from support services to more of a focus on a variety of housing.

B. At a future meeting, the Funding Committee would like to go through McKinney renewals and identify if there is a consolidation option, other sources of funding, and how their evaluations look. At its next meeting, the Funding Committee will discuss conducting a survey of service providers and clients.

C. The Committee requests an inventory of who is in the McKinney System, what services they provide, expiration dates, amount of money, what the absence of the program if they can't find money would mean.

D. The Funding Committee is forwarding the following policy issue to the Policy Committee: Examine the Local Board's prioritization policy regarding McKinney; should McKinney be used for new projects or renewals only?

III. **For discussion and possible action:** Discuss potential funding streams.

A. The Foundation seat on the Local Board is vacant. The person who is appointed to that seat should advise the Board on how best to proceed with soliciting support from foundations.

B. The Committee discussed possibilities for generating local money.

1. Carrie Dipman referred to a suggestion from the Income and Employment Training category in the Continuum of Care Plan: start an employment trust fund, similar to housing trust funds in other communities, which would fund employment services, employment initiatives, building relationships with employers, getting commitments from employers to hire locally, expanding the First Source hiring ordinance. Ask the Board of Supervisors to commit a small amount of seed money and challenge the Chamber of Commerce to match it.

IV. **Adjournment:** The meeting adjourned at 3:40 PM.

Minutes were taken by Holly Friel, Liaison to the Local Board.

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Funding Committee Meeting

Monday, June 18, 2001, 2:00 PM – 4:00 PM
25 Van Ness Avenue, Room 720

AGENDA

I. For discussion and possible action: Barrie Grenell to present the consultant's view of the Continuum of Care/McKinney 2001 process and suggestions for future process.

II. For discussion and possible action: Discuss creation of formalized Continuum of Care/McKinney process.

III. For discussion and possible action: Discuss Local Homeless Coordinating Board's budget and potential funding streams.

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Funding Committee Meeting Minutes

Monday, June 18, 2001, 2-4 p.m.
25 Van Ness Avenue, Room 720

I. Call To Order and Roll Call: The meeting was called to order at 2:09 PM.
Members present: Gene Coleman, Barry Hermanson, Anne Kronenberg, Laura Ware
Non-members present: Holly Friel (Liaison to Local Board), Barrie Grenell (Consultant, QBA), Nora O'Connor (Walden House), Yulitza Peraza (DHS)

II. For discussion and possible action: Barrie Grenell to present the consultant's view of the Continuum of Care/McKinney 2001 process and suggestions for future process.

III. For discussion and possible action: Discuss creation of formalized Continuum of Care/McKinney process.
The two above items were discussed together.
A. Barrie Grenell presented four draft documents: "Suggestions For Revising San Francisco's McKinney Process," including a suggested timeline; "Feedback to HUD re. McKinney Application Process"; "McKinney Application – Part 1"; and "Leverage Letter for HUD McKinney Project."
B. The McKinney application process will be divided into two parts: the local process, including the local application components, evaluations of sponsors, site visits, disability and cultural competency trainings; and the HUD application. (Previously, the local and HUD processes have been combined in a shorter timeframe.) The timeline for this application process is outlined below.
C. The Funding Committee agreed upon the following timeline:
1. October-November: Evaluations of McKinney sponsors.
2. October-December: Site visits (visit in October, write reports in November.)
3. January-February: Disability and cultural competency trainings; provide sponsors with McKinney Application Part One (local process, before HUD's Notice Of Funding Availability [NOFA] is released), this part will be due with the complete application, but may be written ahead of time.
4. Late February: HUD releases NOFA
5. March: Sponsors write their applications; Priority Panel selection and training
6. Mid-April: Applications due
7. Mid-April to May 1st: Application ranking and prioritizing
8. May: Writing of consolidated application; submission to HUD

D. The Funding Committee is referring three policy issues to the Policy Committee:

1. To what extent, if any, should the ranking and prioritizing process be open to McKinney sponsors?
2. The Local Homeless Coordinating Board's priority for the 2001 McKinney application was to accept no new applications except for permanent housing. Should this remain the Local Board's priority? If not, what is the new priority?
3. The Funding Committee would like additional categories added to the GAPS analysis. The committee will recommend specific categories to be added, including seniors, working poor, and youth.

E. The Funding Committee will consider these items again at their next meeting, July 16, 2:00PM – 4:00PM, Location to be determined.

IV. For discussion and possible action: Discuss Local Homeless Coordinating Board's budget and potential funding streams.

A. The Funding Committee recommitted to the process of making budget recommendations to the Board of Supervisors for next year.

1. The Local Board's funding recommendations for Fiscal Year 2001-2002 were not presented to the Board of Supervisors.

B. The Funding Committee will hold a public hearing on community needs. The Committee also discussed having this hearing be a joint budget and Continuum of Care action plan hearing. The tentative date for the hearing is Wednesday, August 22, 2001 from 6:00PM to 9PM. The Committee will try to reserve the Department of Public Health auditorium for the hearing.

C. The Funding Committee asks that the Steering Committee determine which committee should oversee the spending of Local Board funds that are on reserve through MOCD's budget.

V. Adjournment: The meeting adjourned at 4:05 PM.

Minutes were taken by Holly Friel, Liaison to the Local Board.

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Funding Committee Meeting

Monday, July 16, 2001, 2-4 p.m.
25 Van Ness Avenue, Room 720

AGENDA

I. For discussion and possible action: Discuss Continuum of Care/McKinney 2001 process update.

II. For discussion and possible action: Determine additional categories to recommend that the Policy Committee add to GAPS analysis, such as seniors, working poor, and youth.

III. For discussion and possible action: Discuss public hearing on budget and community needs (possibly combined with Continuum of Care action plan), tentatively scheduled for August 22, 2001.

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For all the difficulties the White House must overcome to get the faith-based initiative passed, the Administration received a big boost on Monday when the U.S. Conference of Mayors approved a resolution expressing support for the president's basic proposal. The Mayors insist, however, that any faith-based bill include requirements that money geared for social services be kept in separate accounts from money that religious groups use for purely religious purposes.

SENATOR REED TO INTRODUCE HOMELESS ASSISTANCE BILL

Senator Jack Reed (D-RI) is expected to introduce the "Community Homeless Assistance Act of 2001," a measure which re-authorizes the McKinney-Vento homeless assistance programs administered by the U.S. Department of Housing and Urban Development (HUD). The measure also officially codifies HUD's "Continuum of Care" process, the process by which HUD distributes its homeless assistance funds. The "Continuum of Care" was created through regulatory action by Andrew Cuomo during his tenure at HUD and never written in statute. Reed's measure would make the process a permanent, statutory requirement. Vicki Watson, NCDA's Legislative Director, along with officials from the Council of State Community Development Agencies, and the National Association of Local Housing Finance Agencies, met with Kara Stein of Senator Reed's staff on June 27 to discuss his homeless bill and to try to convince his staff to think about block granting the funds, instead of continuing HUD's competitive application process. Reed's staff, however, seems intent on keeping the existing distribution process in place, with some "fixes" to the existing process, such as tightening the time line by which HUD awards and obligates the funds to grantees. The bill requires HUD to award the funds within 5 months of receipt of the applications and then obligate the funds to grantees within another 3 months after announcing the awards. In past years, HUD has taken much longer to obligate the funds to grantees.

The measure proposes to keep the existing ESG block grant in place. NCDA and the other groups encouraged Reed's staff to increase funding for the ESG program, since the pro-ram has not been increased in past years and the need for emergency shelter and services continues to escalate in many communities.

The measure includes a 30% set-aside for permanent housing, which is currently required in the existing "Continuum of Care" process. NCDA and the other state and local interest groups are not supportive of such a set-aside within the program, preferring, instead for local decision making to drive the needs deter-mination under the program, not a federal mandate.

The measure provides 6% for administration and 1% for technical assistance. We en-ouraged Reed's staff to consider 10% for administration, since it is very costly to administer these programs at the local level.
A final draft of the bill will be made available in the next couples of weeks and Senator Reed hopes to introduce the bill within the next month or so. We'll keep you posted on the outcome of this measure.

NCDA STAFF ATTENDS U.S. CONFERENCE OF MAYORS ANNUAL MEETING IN DETROIT

What seemed like thousands of mayors descended on the motor city, to discuss issues ranging from breast cancer awareness to NAFTA. NCDA staff were right there in the thick of things at the 2001 Annual Meeting of the

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Funding Committee Meeting Minutes

Monday, July 16, 2001, 2:00 PM –4:00 PM
25 Van Ness Avenue, Room 720

I. Call To Order and Roll Call: The meeting was called to order at 2:05PM.
Members present: Gene Coleman, Carrie Dipman, Barry Hermanson, Laura Ware, George Smith
Non-Members present: Holly Friel (Liaison to the Local Board), Barrie Grenell (QBA), Katie Hart (Intern, Mayor's Office on Homelessness), Brother Jefferson (Loaves & Fishes), Yulitza Peraza(DHS)

II. For discussion and possible action: Discuss Continuum of Care/McKinney 2001 process update.
A. Barrie Grenell presented a document "Feedback to HUD Re. McKinney Application Process," outlining her suggested changes for HUD, Draft Time Line for McKinney 2002, and Draft McKinney Application 2002. (Documents attached.)

1. Feedback to HUD letter
    a. 1st recommendation was approved.
    b. 2nd recommendation: Inventory vs. Need on GAP Chart:Committee recommends that HUD is asked: 1) Is there a specific definition of "inventory" provided in the application? 2) Clarify what "inventory" means in regard to subpopulations.
    b. 3rd recommendation was approved.
    c. 4th recommendation was removed.
    d. 5th recommendation: The purpose of McKinney was discussed. Laura Ware stated that it is now intended for long-term funding. Barrie Grenell suggested that to enable new applicants, renewals should only be able to apply for 85% of their previous allocation and the other 15% will be used for new projects.
    e. Barrie Grenell will present the suggestions as it will be sent to HUD at the next Funding Committee meeting on August 20, 2001, 2:00PM-4:00PM, 25 Van Ness Avenue, Room 720.
2. Draft Time Line for McKinney 2002.
    a. The Committee approved the timeline.
3. Draft McKinney Application 2002
    a. The application incorporates the HUD application and the local process.
    b. The draft application will be distributed to the community for feedback, including feedback on how various sections should be ranked.
4. Need for Citywide homeless survey.
    a. George Smith reported that the Mayor's Office on Homelessness will be contracting a homeless needs survey.

5. Terms used in the McKinney application should be defined for applicants in a glossary

B. Yultiza Peraza discussed assessments/evaluations and the anticipated McKinney renewals. She distributed a draft "Estimated SHP McKinney Revewals – 2002 COC," Assessment Report timelines, and a sample assessment report. (Documents attached.)

1. The Mayor's Office on Homelessness and DHS will determine the depth of the evaluation, what the Local Board can afford, and the Request for Qualifications/Proposals prior to the next Funding Committee meeting on August 20, 2001, 2:00PM-4:00PM, 25 Van Ness Avenue, Room 720.

C. The Funding Committee will refer the following issues to the Policy Committee:

1. Look at Gaps Analysis from this year and determine what needs to be done to update it for next year.
2. Determine how evaluations/assessments should be valued in determining McKinney renewals.
3. Examine Cultural Competency section of application. Consider adopting a Local Board definition of cultural competency.

D. The Funding Committee will refer the following issue to the Steering Committee:

1. What standing Committee or new subcommittee should oversee the McKinney sponsor assessment/evaluation report process?

III. For discussion and possible action: Determine additional categories to recommend that the Policy Committee add to GAPS analysis, such as seniors, working poor, and youth.

A. This item was not discussed. It will be calendared for the August Funding Committee meeting.

IV. For discussion and possible action: Discuss public hearing on budget and community needs (possibly combined with Continuum of Care action plan), tentatively scheduled for August 22, 2001.

A. All City departments and their Chief Financial Officers represented on the Local Board will be invited to attend the public hearing on priority needs for homeless and low income people for the 2002-2003 budget.

B. Outreach will be made to shelters and programs.

C. All Local Board members will be asked to attend the hearing and sign-up for a specific task at the hearing.

V. Adjournment: The meeting adjourned at 4:00 PM.

Minutes were taken by Holly Friel, Liaison to the Local Board.

For all the difficulties the White House must overcome to get the faith-based initiative passed, the Administration received a big boost on Monday when the U.S. Conference of Mayors approved a resolution expressing support for the president's basic proposal. The Mayors insist, however, that any faith-based bill include requirements that money geared for social services be kept in separate accounts from money that religious groups use for purely religious purposes.

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The measure includes a 30% set-aside for permanent housing, which is currently required in the existing "Continuum of Care" process. NCDA and the other state and local interest groups are not supportive of such a set-aside within the program, preferring, instead for local decision making to drive the needs deter-mination under the program, not a federal mandate.

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FEEDBACK TO HUD RE: McKINNEY APPLICATION PROCESS

It would be helpful if the Supplemental Resources section were counted as one or two pages; same for the Continuum of Care Plan Action Steps.

On the Gaps Chart, the Estimated Need for Subpopulations lists individuals; whereas, the Inventory lists numbers of slots. This means that a single individual may be obtaining multiple services, thus the inventory could give the impression of exceeding the need.

It is difficult for an applicant to plan for the McKinney application process in such a short time frame. For example, an applicant jurisdiction may spend a great deal of time and money to update a Gaps Inventory and then find out that HUD has discontinued that part of the application. On the other hand, if we wait until the NOFA is released, we may not have sufficient time to comply with all the requirements. It would help if HUD issued the NOFA three months earlier or at least issued a "heads up" about what changes to expect when the NOFA is released.

The information was confusing about being able to increase one's award by an additional $500,000 if the last project on the list did not exceed an amount of $500,000 over and above the adjusted pro rata share and the over-run was also less than half the total amount of the project. Some people at HUD indicated this was the case; others indicated this strategy was folly.

Renewal projects are constrained from making program improvements or increasing capacity if it means submitting a new proposal. Instead, they should be encouraged to make program improvements or increase capacity as long as they are not requesting additional funds.

DRAFT Time Line for McKinney 2002

Item / Month	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
1. Assessments										
a. Assess projects for most recent program year	■	■								
b. Obtain contracting history information from relevant city department for prior two years (goals met?, timeliness and accuracy of reports, etc.)	■	■								
c. Obtain sponsors' response to assessment			■							
2. Training for sponsors										
a. Disability Access					■	■				
b. Cultural Competency					■	■				
3. Gaps Chart										
a. Determine if any other characteristics/services are to be included (e.g., seniors, children 0-4, children 4<, working poor)		■								
b. Survey representative sample of homeless population to obtain incidence percentages (need factors).		■	■	■						
c. Update inventory				■	■	■				
4. Application Process										
a. Bidders Conference (2 weeks after NOFA released)							■			
b. Proposals due (6 weeks later)								■		
c. Mayor's Office on Disability scores disability section								■		
5. Priority Panel										
a. Selection					■					
b. Training							■			
c. Small group meetings, scoring and ranking								■		
d. Full group to rank all projects								■		
6. Local Board Final Ranking								■		
7. Mayor Sign Off on Final Ranking									■	
8. Application Due to HUD									■	

Other Issues and Concerns

Sponsors' presence at Priority Panel and Local Board meetings—are they to be allowed to answer questions, make a case, watch the proceedings?

Provide Priority Panel members with a list of who is on the Panel

Remove judgement about the completeness of applications from the scoring sheet; staff should make this determination when proposals are turned in.

DHS should retain the original copies of the proposals.

Give Priority Panel at least a week to read the projects. Preferably give them the proposals on a Friday and schedule the first meeting two Mondays later.

Priority Panel members turn in their scoring sheets at the first small-group meeting. If they want a copy, they can make one.

Who will carry out the survey of homeless people to determine need?

Who will carry out the Gaps Inventory?

Define harm reduction in a transitional program as it relates to different levels of treatment.

Sponsors should be informed of results at each stage of the process

Diversity information for a project that does not yet exist is difficult to comply with

The Mayor needs to sign off before the last minute

Give copies of all summary representations to sponsors, e.g., spreadsheets of dollars, participants, etc.

What other categories do we want to add to the Gaps Chart? Seniors? Children?

McKinney Application 2002

I. PROJECT SUMMARY

Briefly, in 150 words or fewer, describe your project—activities, population to be served, outcomes, and how McKinney funds will be used.

II. PROGRAM DESCRIPTION (20 POINTS)

A. Population to be Served

1. Describe the characteristics of the population to be served by this project, as well as the numbers to be served.
2. Where will those you serve come from?
3. How do you conduct outreach for this project?

B. Program Design

1. Describe your program
2. What methods do you use to assess client needs?
3. How do the type and scale of the services fit the needs of the population?
4. How do you track participants' progress while they are in the program and after they leave?
5. How will participants be assisted to increase their incomes and their self-sufficiency?
6. Describe the number and percentage of dropouts or evictions you expect in your program and how you handle people who drop out or are otherwise terminated from your program.
7. Project outcomes: Describe what changes will take place for the participants in your program as a result of the program. List your outcomes and how you will know that you have achieved these outcomes—what sources of information you use to track outcomes.

C. Housing Where Participants Reside

1. Describe the type and scale of the housing where participants will live.
2. Describe how the housing will be accessible to persons with disabilities.
3. Describe the community amenities that will be available to participants.
4. Describe the transportation available to participants for getting to the places they need to go.

5. How will participants' safety be ensured in the program and the housing?

D. LINKAGES TO OTHER SERVICES OR AGENCIES

Describe how you and your participants utilize resources outside of the McKinney-funded program, both those within your agency and those linked with other agencies. Describe any MOUs or other formal arrangements you have with other agencies that relate to this particular project.

III. LINKAGES TO PERMANENT HOUSING (20 POINTS)

A. HOUSING STRATEGIES

What techniques do you use to ensure that the individuals in your program obtain and retain permanent housing?

B. TRACK RECORD

What is your track record for placing participants in permanent housing and for interventions to help them retain their housing?

IV. CULTURAL COMPETENCY (20 POINTS)

A. INVOLVEMENT OF CLIENTELE IN DESIGNING AND OPERATING THE PROGRAM (4 POINTS)

Describe the ways in which your current and former clients are involved in the design and operation of the program. Be specific, e.g., advisory board, alumni advisors, resident meetings, regular formal feedback.

B. METHOD OF SERVICE DELIVERY (PROGRAM MODEL) (4 POINTS)

Have you modified the program to meet individual client needs? Describe these modifications.

How are clients made to feel comfortable and welcome?

How does the physical layout relate to the needs of the targeted population? (You could describe these from the viewpoint of a client—what will he/she notice first? How will he/she be greeted? Where will he/she wait? How are the offices arranged? Decorated? Kinds of food served, if applicable?)

C. PROGRAM ACCESS (4 POINTS)

How do clients find out about the program? Describe your outreach efforts.

What do they need to do to enroll in the program?

What are the reasons that clients are not accepted into the program?

Do you document turnaways?

Do you maintain waiting lists? Describe.

Describe the neighborhood and building where the program is located.

How do clients get to the program? (E.g., MUNI access.)

D. PROGRAM MATERIALS (5 POINTS)

Attach the following:

- Outreach materials
- Eligibility criteria
- Rules of the program
- Expulsion criteria
- Grievance/complaint procedure
- Attach any other related policies

E. DIVERSITY DATA (3 POINTS)

Complete and submit the attached diversity chart. Include a narrative if you wish.

V. DISABILITY ACCESS (20 POINTS)

[Mayor's Office on Disability questionnaire goes here.]

VI. AGENCY BACKGROUND AND CAPACITY (10 POINTS)

A. MISSION STATEMENT FOR YOUR AGENCY

B. DESCRIBE YOUR EXPERIENCE IN PROVIDING THIS OR A SIMILAR PROGRAM

If your project involves rehabilitation of a structure, describe your experience in this.

C. PARTNER AGENCIES

Describe the experience of all other organizations involved in the project.

D. STAFF TRAINING

1. What kind of training do you provide for the staff who will work on this project?
2. How often do you provide staff training opportunities?
3. What is the proportion of your staff training budget compared with your total personnel budget? (total personnel dollars (including fringes) divided by total staff training dollars)

E. How Would You Sustain the Project if McKinney Funds Were No Longer Available?

F. HUD McKinney History

1. If you have been granted one or more extensions for your project, please describe the number of extensions granted, the extension period, and the reason(s) why the extension(s) was(were) necessary.
2. If this is a renewal project that is operating at less than full capacity, explain why and how you are correcting this situation.
3. Identify and explain any unresolved HUD findings or outstanding audit findings.

VII. BUDGET (10 POINTS)

A. Line Item Budget

Fill out the line-item budget form.

B. Budget Narrative

C. Provide a narrative explanation for each budget item.

City of San Francisco - SHP Grants Expiring in CY 2003 6/28/2001

DRAFT

	Grant Number	Grantee	Sponsor	Project Name	Type	Start Date	End Date	HUD Allocation	years funded	HUD Annual Allocation
1	CA01B001005	San Francisco Dept. of Human Services	Larkin StreetYouth Center	Avenues to Independence	SS	1/1/2002	12/31/2003	$ 689,153	2	$ 344,577
2	CA01B001020	Compass Community Services		Clara House	TH	11/1/2001	10/31/2003	$ 641,564	2	$ 320,782
3	CA01B001015	San Francisco Dept. of Human Services	Private Industry Council		SS	10/1/2001	9/30/2003	$ 2,121,798	2	$ 1,060,899
4	CA01B001027	San Francisco Dept. of Human Services	Hamilton Family Center	Hamilton Aftercare Program	SS	9/1/2001	8/31/2003	$ 397,834	2	$ 198,917
5	CA01B001008	San Francisco Dept. of Human Services	United Council of Human Serv.	Bayview/HP Multi-Serv. Center	SS	9/1/2001	8/31/2003	$ 237,754	2	$ 118,877
6	CA01B001016	Swords to Plowshares		TH Program for Veterans	TH	8/1/2001	7/31/2003	$ 565,188	2	$ 282,594
7	CA39B801010	San Francisco Dept. of Human Services	Catholic Charities	Services for TI families	PH	7/1/2000	6/30/2003	$ 863,056	3	$ 287,685
8	CA01B901009	St. Vincent de Paul		Brennan House	TH	7/1/2001	6/30/2003	$ 288,760	2	$ 144,380
9	CA01B901004	City of San Francisco	Dept. of Public Health	Comm.-based Detox Program	SS	7/1/2000	6/30/2003	$ 1,365,000	3	$ 455,000
10	CA01B901003	San Francisco Dept. of Human Services	Swords to Plowshares	Services for Vets. Academy	SS	7/1/2000	6/30/2003	$ 1,185,956	3	$ 395,319
11	CA01B001026	Salvation Army		Harbor House	TH	7/1/2001	6/30/2003	$ 898,824	2	$ 449,412
12	CA01B001021	San Francisco Dept. of Human Services	Compass Community Services	Connecting Point	SS	7/1/2001	6/30/2003	$ 951,686	2	$ 475,843
13	CA01B001019	Community Awareness & Treatment Srvc.		A Women's Place	SH	7/1/2001	6/30/2003	$ 743,884	2	$ 371,942
14	CA01B001014	Larkin Street Youth Center		Orlando House	TH	7/1/2001	6/30/2003	$ 111,174	2	$ 55,587
15	CA01B001025	Catholic Charities of San Francisco		Richmond Hills Family	SF	6/1/2001	5/31/2003	$ 315,100	2	$ 157,550
16	CA01B001023	San Francisco Dept. of Human Services	Arriba Juntos	Homeworc	SS	6/1/2001	5/31/2003	$ 175,102	2	$ 87,551
17	CA01B001022	Catholic Charities of San Francisco		Guerrero House	TH	6/1/2001	5/31/2003	$ 242,286	2	$ 121,143
18	CA01B001012	San Francisco Dept. of Human Services	Young Community Dev.	Homeless Employment Labor	SS	6/1/2001	5/31/2003	$ 263,366	2	$ 131,683
19	CA01B001011	San Francisco Dept. of Human Services	Catholic Charities	Childcare Voucher Program	SS	6/1/2001	5/31/2003	$ 1,135,040	2	$ 567,520
20	CA01B001006	City of San Francisco	Treasure Island Homeless Devel.	Integrated Services Team	SS	6/1/2001	5/31/2003	$ 815,456	2	$ 407,728
21	CA01B901006	City of San Francisco	Bar Assoc.of San Francisco	Volunteer Legal Services	SS	3/1/2000	2/28/2003	$ 1,194,676	3	$ 398,225
22	CA01B001010	S.F. Network Ministries		Safe House for Women	TH	3/1/2001	2/28/2003	$ 152,454	2	$ 76,227
23	CA01B001024	City of San Francisco	Northern California Serv. League	Cameo House	TH	1/2/2001	1/1/2003	$ 646,546	2	$ 323,273
24	CA01B001018	City of San Francisco	Episcopal Community Services	Food Services Program	SS	1/2/2001	1/1/2003	$ 305,020	2	$ 152,510
								$ 16,306,677		$ 7,395,224

Types:
TH Transitional Housing
PH Permanent Housing
SS Supportive Services Only

2002 Continuum of Care Application
SHP McKinney
TIMELINE: Assessment Report

ACTIVITIES	DATE/DEADLINES	TERM	Actions Taken	RESPONSIBLE
Convene an "Assessment Subcommittee" of the Local Board to work collaboratively with the "Assessment Team" in the design and implementation of all activities and the review and approval of data collection tools.	7/16/2001	1Day	Schedule regular meetings. *This Sub-committee should be given full authority by the Local Board to make decisions about the assessment process.*	LB-Assessment Subcommittee and DHS-Assessment Team
Issue a Request for Qualification	Aug01 - Sep01	2 months	see attached	DHS
Develop scope and extent of work for assessment report.	7/16/2001	1Day	Develop Program Assessment checklist	DHS & LB
Develop logistics and coordinating tools for each site	Jul-01	1 month	Develop data collection template, contact information list, Assessment Report Matrix, Assessment Questionnaire, Site Visit Protocol, Focus Group Protocol, Flyers and Evaluation Sheet	LB-Assessment Subcommittee and DHS-Assessment Team
Recruit and train Focus Group Co-facilitators	Sep-01	1 month	Identify, train and schedule community co-facilitators. Homeless and formerly homeless individuals will be recruited as co-facilitators. A training will be provided to co-facilitators covering the purpose of the focus group, focus group logistics, role of the facilitator, ethical and personal considerations and ground rules. At each focus group, program participants will be provided a $15 stipend and a light snack. The Assessment Team will act as the facilitator and note taker for focus groups.	DHS-Assessment Team
Announce to sponsor agencies scheduled for renewal funding of the commencement of the McKinney 2002 Assessment Report process	Sep-01	2 weeks	Contact sponsor agencies by letter and phone and send to each program the Assessment Questionnaire to be completed for their site visit	DHS-Assessment Team
Coordinate site visits, staff interviews and focus groups schedule with renewing sponsor agencies	Sep-01	2 weeks	Set date, time and location for site visits, staff interviews and focus groups	DHS-Assessment Team
Conduct site visits, staff interviews and client's focus groups	Oct-01 - Nov-01	2 months	Site visits will be conducted, program manager and a direct line staff will be interviewed and a focus group of 8 to 10 current and former clients will convene at each of the programs renewing McKinney funds.	DHS-Assessment Team
Prepare individual Assessment Reports for each program renewing McKinney funds.	Dec-01	1 month	Draft of the Assessment Reports will be sent to each program for review. *Sponsor agencies will have the opportunity to correct any factual errors and provide one-page written response to information provided in the assessment.*	DHS-Assessment Team and Sponsor Agencies
Assessment Reports to Priority Panel	Mar-01		Provide complete Assessment Reports to Priority Panel for their review and aid in scoring renewal proposals	DHS-Assessment Team

CONTRACT EVALUATION FOR SUPPORTIVE HOUSING PROGRAMS
REQUEST FOR QUALIFICATIONS (RFQ) TIMELINE

ACTION	DATE
ISSUE RFQ	08/01/01
BIDDERS CONFERENCE	08/15/01
RFQ DUE DATE	08/22/01
TECHNICAL REVIEW PANEL	08/27/01-08/29/01
TENTATIVE AWARD LETTER	09/04/01
HUMAN SERVICES COMMISSION APPROVAL	09/27/01
SERVICES BEGIN	10/01/01

SAMPLE

Avenues to Independence
A program of Larkin Street Youth Center

I. OVERVIEW OF THE PROJECT

Avenues to Independence (ATI), a program of Larkin Street Youth Center, is a transitional living program for youth that provides stable housing and promotes independence and self-reliance.

The overall purpose of this project is to help homeless youth permanently exit street life by providing them with the skills and the means to become self-sufficient. ATI addresses the two primary obstacles homeless youth encounter in attempting to gain control over their lives, homelessness and joblessness, by combining transitional living services with an educational and vocational training component. Helping youth locate and secure these basic requirements for developing self-sufficiency is an essential step in beginning to plan for their future.

Avenues to Independence At A Glance	
Category of Funding	Transitional Housing
Grant Period	1/1/99-12/31/01
Total McKinney Award	$1,007,505
McKinney Award (current year)	$315,246
% of Program Budget	58%
% of Agency Budget	5%
Leveraged Funds (current year)	$190,173
Annual Program Budget	$542,223
Population Served	Homeless Youth, ages 18 to 23
Clients served at any given time	15
Gaps Addressed	▪ Transitional Housing ▪ Employment and Training ▪ Integrated Health and Support Services

Description of Program Services

Avenues to Independence is a six to eighteen month transitional housing program which provides case management, life skills training, and vocational and educational supportive services. With support from a full time Employment Director and Career Development Specialist, each participant receives assistance in job-readiness, job placement and job referral. Participants get support and education around money management, budgeting and saving money. GED classes are on site, and residents receive college counseling and assistance with achieving a high school diploma. Additionally, all residents participate in a career-oriented Mentor Program with professionals from a variety of industries.

Facility where services are provided

Avenues To Independence is located at 1020 Haight Street, in the Haight Ashbury district of San Francisco. There are 10 bedrooms in total: six single rooms and four shared rooms. Seven rooms have adjoining toilets and sinks and the other three have a community bathroom. The shower for all residents is located down the hall.

ADA Accessibility

The Avenues to Independence program is fully ADA accessible. All staff are trainied on the California Relay System, a telecommunications service for hearing impaired and disabled individuals. Program materials can be made available in audio format for vision-impaired youth and arrangements for a certified American Sign Language Interpreter can be made to assist hearing-impaired individuals.

Accessing the Program

Clients are referred within Larkin Street Youth Center and from other outside social service agencies. Before entering the program, clients complete a five step assessment:

1. An initial phone intake
2. An in-depth in person interview with the Case Manager
3. A Drug and Alcohol Assessment with an Avenues to Independence Coordinator
4. A Vocational/Educational Assessment with the Hire Up staff
5. A Final Interview with Larkin Street Youth Center Program Director and Executive Director

If there is no waiting list and the client completes the five steps successfully, they are admitted into the program.

Description of Staffing

There are eight staff on this project. The following is a breakdown of HUD funded positions by job title, FTE and percentage paid by HUD:

Title	FTE	% Paid by HUD
Program Coordinator	1.0	55.3%
Senior Case Manager	1.0	55.3%
Life Skills Trainer	1.0	55.3%
Residential Counselor	4.0	55.3%
Support Counselor	.10	55.3%

Capacity

Avenues To Independence serves up to 15 persons at any given time. To date this program has served 78 young adults. A waiting list is maintained with approximately 3-4 persons at any given time.

Linkages with Other Agencies

Avenues To Independence reports working with the following agencies/programs to coordinate and provide referrals for their clients:

Guerrero House
Central City Hospitality House
New Leaf Counseling
Henry Ohlhoff
Larkin Street Medical Clinic
SF General Hospital
Other Larkin Street Youth Center Programs

Client Involvement in Service Delivery

Clients participated in focus groups during the design period of this program. Now, clients identify service delivery concerns and recommendations during their weekly house meeting facilitated by two staff members. The staff members bring recommendations to their weekly staff meeting. Additionally, clients are welcome to come to staff members and the Program Coordinator; with program design issues or recommendations on their own.

Follow up Services

The Avenues to Independence program is starting to track clients after leaving the program on a six and twelve month basis. The Case Manager is responsible for tracking these clients.

Biggest challenge in the Program

Avenues To Independence reports its biggest challenge to be effectively housing all of the youth on the waiting list. At any given time there are three to four homeless youth on the wait list and many do not have temporary housing during this time.

Greatest strength of the Program

Avenues To Independence reports its biggest strength is the ability to meet each client where they are and tailor the program to meet their specific needs. This individualized approach has proven successful with an 85% success rate each year in service. Additionally, the comprehensive service system offered to each client from the entire agency (i.e. temporary housing, employment, education, medical care, counseling and case management) is a strength of the program.

Needs/Improvements that could be made to the Program

Avenues To Independence reports that it needs more space for the educational program component, staff offices and living quarters for the residents.

Staff Input

One line staff was interviewed to provide general information about the program. Staff attend approximately six trainings per year, either on-site or through an outside agency. Examples of trainings include: Health Initiatives for Youth, Working with Gay and Lesbian Youth and Introduction to Youth and HIV.

Regarding diversity, he says the agency is diverse and most youth can identify with at least one staff member. Through MOU's with other agencies and Larkin directories and resources, staff are able to find any service that is available to their clients.

When asked if he had anything he wanted to say about the program, he replied, "I think ATI is a unique program. There just aren't enough programs out there to deal with this population."

II. ASSESSMENT AREA ONE: FINANCIAL DATA

Following are the project's expenditures as of 12/31/99, as reported by the contractor.

HUD Cost Allocation	Award	Expenditures as of 12/31/99	Balance
Operating Cost	$103,579	$26,069	$77,510
Supportive Services	$591,950	$184,496	$407,454
Administrative (allocated to DHS)	$47,976	$0	$47,976
Leasing	$264,000	$88,000	$176,000
Total	$1,007,505	$298,565	$708,940

An audit was conducted by Daoro, Zydel & Holland, Certified Public Accountants and Consultants, and furnished by the organization. The results find that the financial statements present fairly, in all material aspects, the financial position of Larkin Street Services as of June 30, 1998 and 1997, and the changes in its net assets and its cash flows for the years then ended in conformity with generally accepted accounting principles.

Funds Matched

For the current year, ATI received $190,173 in leveraged funds from the following sources:

Unrestricted Individuals, Foundations and Corporations
City Contract: Community Substance Abuse Services
Federal Contract: Basic Center

Restricted Foundations:

- Friedman Family Foundations
- Stanley Lagendorf
- Lin Foundation
- McBean Foundation
- George Sandy Foundation
- Callison Foundation
- J.P Morgan
- Odell Foundation
- Schwab Foundation
- Van Loben Self Foundation

III. ASSESSMENT AREA TWO: ACCOMPLISHMENT OF CONTRACT OBJECTIVES

Data Collection

What are your data collection tools?	Intake form, Case notes, Exit form, Monthly Status Sheet
Is you data collection system manual or automated?	Manual and Automated (Filemaker Pro)
Do you feel this is the most effective way to document the completion of goals and track participants' progress?	Yes
What improvements would you recommend?	We are developing a qualitative satisfaction survey to be administered upon exiting the program.

Progress Toward Objectives

The following objectives were reported in the Annual Progress Report to HUD for the Fiscal Year 1998/99:

Objectives	Actual	Comments
75% or residents completing the program will obtain permanent housing.	100%	Objective exceeded.
70% of those obtaining permanent housing will remain in permanent housing for at least one year.	75%	Objective exceeded.
75% of participants who leave during the program will have obtained employment within 6 months of entering the program.	80%	Objective exceeded.
70-80% of participants who leave during the program year will have increased their income within one year of entering the program.	89%	Objective exceeded.
75-85% of residents will develop a written plan outlining their educational, vocational, life skills, and housing goals within 30 days of entering the program.	100%	Objective exceeded.

Impact on Program if McKinney funding is not renewed

Avenues To Independence reports that HUD McKinney funding is critical because it represents 58% of the total program budget. The HUD McKinney funding provides stability to the program given many foundations do not want to fund the same program year after year.

III. ASSESSMENT AREA THREE: CLIENT INPUT

A focus group was held with four current and two former residents of ATI. Of the six, there were 3 females and 3 males. The group's ethnic breakdown was Caucasian (5) and African American (1).

Access to Services

Residents had been referred to ATI through the following sources:

Vocational Counselor at Group Home	Friend	Rehab Counselor
Larkin St. Drop in Center	Lyric Shelter	

All participants found the program relatively easy to access, taking an average of two to three weeks to get in. One member was on the wait list before entering. They pointed out that immediate access to the program is crucial. If not accepted immediately, youth will give up and not come back for services.

Perceptions of the Program

All focus group participants were very satisfied with the program.

- ***What they gained from the program***

Job Skills	Responsibility	Confidence	Hope
Determination	Motivation	Independent Living Skills	Own Apartment
Better Job	Focus	Access to Education	Bank Account

- ***What they liked most about the program***

Medical Attention	Having a Bed	Food
Security	Being Able to Talk to Someone	Structure
Neighborhood	Individualized Program	Staff

- ***What they liked least about the program***

Curfews	Overnight Policy	Amount of Required Meetings

Relationships with Staff

- ***Positive***

Easy To Talk To	Responsive	Supportive
Give Good Advice	Diverse	Respectful

- ***Concerns***

All participants agreed that there are some staff they get along with and others they do not. They say some staff act like they do not want to be there and say some staff need to learn what it is like to live in a program.

- ***Linkages to other programs***

  Participants reported making linkages to the following programs/services:

City College	Employment Services	Business Internships
Nursing Program	Medical Agencies	Childcare Training Programs
Teen Environmental Action Internships		

Diversity Issues

All of the participants felt that the staff was diverse and welcoming. They said you can really be who you are there. Each person felt like there was at least one staff who they could truly identify with. They think the program does a good job of matching clients to their counselors.

Quotes from Participants

- "It's a great program. When I am rich, I am gonna give them lots of money."
- "They are just like people, you can really talk to them."
- "I felt out of control and it gave me the structure I needed till I could move out on my own."

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

Funding Committee Meeting

Monday, August 20, 2001, 2:00 PM – 4:00 PM
25 Van Ness Avenue, Room 720

DOCUMENTS DEPT
AUG 16 2001
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AGENDA

I. For discussion and possible action: Discuss Supervisor Leno's request for budget information.

II. For discussion and possible action: Discuss Continuum of Care/McKinney 2001 process update.

III. For discussion and possible action: Determine additional categories to recommend that the Policy Committee add to GAPS analysis, such as seniors, working poor, and youth. (Rescheduled from July 2001 Meeting.)

IV. For discussion and possible action: Report on meeting with DHS Director Trent Rhorer regarding the Income, Education and Employment changes to the Continuum of Care Plan.

V. For discussion and possible action: Review Department of Human Services Request For Qualifications (RFQ) for the 2002 McKinney Evaluation. (Document attached.)

VI. For discussion and possible action: Discuss City budget.

VII. For discussion and possible action: Discuss public hearing on budget and community needs (possibly combined with Continuum of Care action plan), scheduled for Wednesday, August 22, 2001, 6:00PM-9:00PM, Department of Public Health, 101 Grove Street, Room 300.

VIII. For discussion and possible action: Discuss development of an employment trust.

Know your right under the Sunshine ordinance
The Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's reviews. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at: Sunshine Ordinance Task Force, Donna Hall, Clerk, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683. Telephone: (415) 554-7724, Fax: (415) 554-7854. E-Mail: Donna_Hall@ci.sf.ca.us.
Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force (listed above), the San Francisco Public Library, and on the City's web site at: www.ci.sf.ca.us.

Disability Access
25 Van Ness Avenue is wheelchair accessible through the front door. The closest accessible BART station is Civic Center, three blocks from 25 Van Ness Avenue. 25 Van Ness Avenue is MUNI accessible by lines 21, 49, 47, 42, and the MUNI underground. Please call MUNI, 923-6864 for more information. Large print copies of the agenda will be made available on request. Please contact 252-3158 at least two business days in advance of need. If order to allow individuals with environmental illness to attend meetings, all are asked to refrain from wearing perfume or other scented products.

Translation services
Interpreters for languages other than English are available on request. Sign language interpreters are also available on request. For either accommodation, contact 252-3158 at least two business days before a meeting.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN SERVICES

REQUEST FOR QUALIFICATIONS (RFQ) #205
FOR
CONTRACT EVALUATION METHODOLOGY AND SERVICES FOR SUPPORTIVE HOUSING PROGRAMS

RESPONDENT'S CONFERENCE: 2:00 p.m., Wednesday, August 22, 2001
RESPONSE PACKAGE DUE DATE: 5:00 p.m., Friday, August 31, 2001
NO EXCEPTIONS

A. PROJECT DESCRIPTION

The San Francisco Department of Human Services announces its intent to seek qualifications from individuals, agencies or organizations to develop a system to measure the effectiveness of, and successes of, HUD McKinney Act funded programs in meeting the requirements of the City's Continuum of Care Plan.

B. BACKGROUND

The Continuum of Care Plan is a five-year plan for establishing an integrated housing, health, and human services system for individuals and families who are homeless or at risk of becoming homeless. The plan provides a significant opportunity for the City to establish citywide strategies to prevent and reduce homelessness. The major goal of the plan is to establish an integrated, effective, and coordinated system of health care, housing, employment, and support services to prevent and reduce homelessness in San Francisco.

Much of the funding for the services provided under the Continuum of Care Plan comes from the U.S. Department of Housing and Urban Development (HUD) through McKinney Supported Housing Program grants. In April 1994 HUD announced an initiative to consolidate homeless funding requiring cities and counties to develop long range strategic plans for assisting homeless people in their communities. The initiative also requires that cities and counties establish Local Homeless Coordinating Boards to oversee local homeless plans.

The San Francisco Local Board consists of 34 members and was established in 1997. Among its many responsibilities, the Local Board is responsible for submitting the McKinney 2002 Continuum of Care grant application to HUD. The Department of Human Services is responsible for providing the Local Board with information needed in order to rank and prioritize applications in the McKinney 2002 Continuum of Care competitive grant application process.

C. PURPOSE

The purpose of the contracted services is twofold. The first purpose resulting from this RFQ is to improve and expand upon an already existing evaluation method that determines the effectiveness of current McKinney funded contracts in meeting the objectives of the Continuum of Care Plan. The second purpose resulting from this RFQ is to apply this methodology to the evaluation of approximately 30 proposals that are up for renewal in 2002. As such, the methodology must be implemented in a timely manner such that final evaluations of the programs scheduled for renewal are completed by January 31, 2002.

D. DEFINITIONS

CITY:	City and County of San Francisco, a municipal corporation.
CONTROLLER:	Controller of City, or designated agent.
OCM:	Office of Contract Management
PURCHASER:	Director of Purchasing of City, or designated agent.
SFDHS:	San Francisco Department of Human Services.

E. ESTIMATED TIMELINE

Issue RFQ	08/13/01
Respondents Conference	08/22/01 at 2:00 p.m., 1440 Harrison St., 2nd Floor
Response Package Due Date	08/31/01 at 5:00 p.m. NO EXCEPTIONS
Screening and possible interviews	09/04/01 – 09/07/01
Tentative Award Letter	09/10/01
Human Services Commission	09/27/01
Contract Begins	10/01/01

Timeline may change if necessary.

F. RESPONDENT'S CONFERENCE

The Respondent's Conference will be held on August 22, 2001 and will start at 2:00 P.M. The Respondent's Conference will be held at:

San Francisco Department of Human Services
1440 Harrison Street, 2nd Floor Conference Room
San Francisco, CA 94103

The purpose of the Conference will be to clarify any questions that prospective respondents may have regarding requirements prior to submission of qualifications.

G. CONTRACT TERM

Contract will be developed, effective from October 1, 2001 to March 31, 2002.

H. TARGET POPULATION

The target population for the contracted services that are to be evaluated consists of individuals and families who are homeless or formerly homeless.

I. SCOPE OF WORK

Respondent will be required to perform the following duties:

- Improve and expand upon established methodology, tools, systems, procedures and protocols to measure the effectiveness of, and successes of, approximately 30 HUD McKinney funded programs.
- Conduct site visits for all 30 HUD McKinney programs:
    1. Conduct a tour of the facility, evaluate whether or not facility is clean, meets Americans with Disabilities Act (ADA) standards, and is appropriate to the services being provided.
    2. Audit case management files, grievance procedures, client feedback mechanisms, and determine if data collection tools are adequate for reporting requirements.
- Gather information on client access and points of entry into the program; service linkages with other agencies/programs; location of services; client involvement in service delivery; extent of follow-up services; demographics of program staff, board of directors and clients; biggest challenges to the program; greatest strengths of the program; and needs/improvements to the program.
- Evaluate cost-effectiveness by determining unit of service costs across each program.
- Gather financial data from each program regarding expenditures, balances, staffing patterns, FTE's, and matching funds.
- Assess the impact on the provision of services if McKinney funds are not renewed.
- Conduct informational interviews with at least one direct line-staff from each program in order to determine if staff are properly trained to address the needs of clients, if program accommodates clients diverse needs, and how the program ensures that clients are connected to other agencies.
- Conduct focus groups with current and formerly homeless clients from each program in order to obtain feedback regarding how effectively the services have impacted the lives of program participants and if the program is culturally competent in meeting client's diverse needs.
- Gather information on program performance and progress towards outcome objectives and identify improvements to accomplish desired outcomes.
- Obtain written program feedback on evaluation reports and incorporate information, as an addendum, into the final evaluation reports.
- Provide individual evaluation reports of all findings for each of the 30 programs by January 31, 2002.
- Attend Local Homeless Coordinating Board meetings pertaining to the evaluation of McKinney Programs, as necessary.

Respondents should provide a system that addresses the following points:

- How successful are these contracted services in producing the desired impacts on program participants?
- How cost-effective are the contracted services?
- Are the McKinney dollars being leveraged effectively?
- Are there reasons or barriers that prevent people from entering the program and what are they?
- Are there barriers that prevent success once participants enter the program?

The Local Board is looking for a system that will also enable it to review:

- Cost effectiveness of the programs.
- The cultural competency of the agency and participants involved in the delivery of services.
- The access and eligibility policies of the agency related to consumer intake and denial of services.
- Outcomes, both positive and negative, and strategies taken to ensure positive outcomes.
- Agency administration including contributions to the overall budget and leveraging of the project aside from HUD funding.

J. MINIMUM QUALIFICATIONS

All applicants must be able to demonstrate that they meet the minimum qualifications described below.

1. Experience in the development of tools to conduct evaluations of programs and projects, particularly programs dealing with homelessness and related issues.

2. Experience in working with scientific and statistical analysis.

3. A basic understanding of the Continuum of Care Plan and SFDHS contracting procedures.

4. Experience in working with diverse communities, neighborhood community based organizations, and Citizen Boards in San Francisco.

K. CONTENT OF RESPONSE PACKAGE

Submissions in reply to this RFQ must be in the form of a "response package" containing the response and required supporting information and documents detailed below. Respondents are required to provide all information requested below. In your response, please indicate "N.A." if the statement is not applicable to you.

Submit one original response package and three (3) complete copies (total of four sets).

Present all information in the response package in the following sequence:

1. Response Cover Letter

2. Provide a statement of qualification of your skills, experience, education, and other factors relevant to the services described in this RFQ. Be sure to include information about work similar to this project, any related completed projects, education, training and professional licenses.

3. Provide a statement listing all public and private contracts relevant to services solicited which you have completed during the last five (5) years. The statement must also list any failure or refusal to complete a contract, including details and dates.

4. Provide a contract budget, including consultant/contractor hours and other identified expenses relevant to this project.

5. Three (3) letters of verifiable relevant reference; and

6. Any relevant addenda which the respondent wishes to submit.

L. FINAL SUBMISSION

The Response package must be received in our office by **5:00 P.M., Friday, August 31, 2001** at the address shown below:

San Francisco Department of Human Services
Office of Contract Management, G-310
Attn: Pauson Yun
1650 Mission Street, Suite 300
San Francisco, CA 94103

RESPONDENTS MUST ALLOW FOR ADEQUATE TIME FOR PARKING, LOCATING THE OFFICE, OBTAINING APPROVAL THROUGH SECURITY STAFF TO DELIVER THE PROPOSAL AND OTHER POSSIBLE DELAYS. RESPONSES NOT RECEIVED IN OUR OFFICE BY 5:00 P.M., FRIDAY, AUGUST 31, 2001, AT THE ABOVE ADDRESS, MAY BE REJECTED. POSTMARKS WILL NOT BE ACCEPTED IN LIEU OF THIS REQUIREMENT. SUBMISSIONS BY FAX WILL NOT BE ACCEPTED.

M. SELECTION PROCESS

The selection process will include a screening process based on the responses submitted, possibly an oral interview process and recommendation to the SFDHS Executive Director. The written responses will be included in the selection process.

The Department may conduct interviews, as needed, to assess respondents ability to provide the services. The Department may elect to interview only the most qualified respondents (based on preferred minimum qualifications), if the number of responses is high. The Department may request additional proposal information in determining the qualified respondent. The final

selection, based upon submitted materials and interview (interview as needed), will be made by the SFDHS Executive Director.

The selected contractor will be required to comply with all City and County requirements and must file with the Human Rights Commission and Business Tax Division. Attendance at the Human Services Commission meeting for final contract approval is mandatory.

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

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Funding Committee Meeting Minutes

Monday, August 20, 2001, 2:00 PM – 4:00 PM
25 Van Ness Avenue, Room 720

I. Call to Order and Roll Call: The meeting was called to order at 2:05 PM.
Members Present: Gene Coleman, Laura Ware, Carrie Dipman, George Smith
Non-Members Present: Holly Friel (Liaison, Local Board), Diane Burke (Local Board applicant), Mikyung Kim (DHS), Barbara Boice (Next Door), Julia Zeuli (DHS), Yulitza Peraza (DHS), Katie Hart (Intern, MOOH)

II. For discussion and possible action: Discuss Supervisor Leno's request for budget information.

A. Gene Coleman reviewed Supervisor Leno's request at the Public Health and Environment Committee on July 24, 2001. The concerns expressed regarding an inventory of the City's homeless expenditures by Board members at the Full Board meeting on August 13, 2001 included:

1) Accurate information;
2) Sensitivity to saying city spends "$X million" and what are results;
3)Definition of homelessness should be used to determine expenditures.

B. The Funding Committee made these recommendations:

1) Do not count capital ($ spent on bricks and mortar)
2) Only count services and programs that are targeted to homeless people, including City programs such as CAL WORKS and PAES;
3) Only count housing that is dedicated to homeless people;
4) Distinguish between funds spent on a) administration; b)direct/supportive services; and c)services to keep the streets clean

C. Carrie Dipman clarified the difference between Superivsor Leno's request, which was to find out how much the COC plan will cost, and Supervisor Daly's request, which is to find out how much $ is being spent now.

D. The Funding Committee recommendations should go to the controller's office and the Board of Supervisors, as well as the relevant departments who fund homeless programs and services including: DHS, DPH, DCYF, MOH, MOCD, COSW, MOOH, MCSC and Aging and Adult Services.

III. For discussion and possible action: Discuss Continuum of Care/McKinney 2001 process update.

A. Barrie Grenell distributed a feedback form to HUD. The Committee agreed that San Francisco should be included on the form.

B. Point values for proposals will be referred to the Policy Committee.

C. The Funding Committee will send the following recommendation to the Policy Committee regarding opening up the McKinney process to the sponsors: McKinney sponsors should attend the beginning of each of the Priority Panel's subgroup meetings to answer any questions that the Priority Panel members may have from reading the proposals prior to the meeting, before their subgroup deliberations begin. The sponsors would not be present during the deliberations, scoring, or ranking.

a. George Smith recommended that there should be at least one non-conflicting Local Board member on each subgroup.

IV. For discussion and possible action: Determine additional categories to recommend that the Policy Committee add to GAPS analysis, such as seniors, working poor, and youth.

A. The Funding Committee agreed to add the following categories to the GAPS analysis: seniors age 55 and above (using The Commission on Aging definition), representative payee program, and advocacy/legal issues. This item will be forwarded to the Policy Committee.

V. For discussion and possible action: Report on meeting with DHS Director Trent Rhorer regarding the Income, Education and Employment changes to the Continuum of Care Plan.

A. Carrie Dipman presented a summary of the meeting with Trent Rhorer.

1) The last goal in the Employment section asked for the creation of a new department. It was suggested that they work with the Workforce Investment Board (WIB) instead of recommending the creation of a new department.

2) Amount of hours and time limits for PAES (32hrs/week) were extended for people who haven't obtained stable housing or stability in housing situation.

3) Improve CALWORKS was changed to "enhance" CALWORKS.

VI. For discussion and possible action: Review Department of Human Services Request For Qualifications (RFQ) for the 2002 McKinney Evaluation. (Document attached.)

A. Mikyung Kim (DHS) reported that the RFQ is due on August 31, 2001. She reported that there may be a screening panel and would like to have recommendations for Local Board members to be on panel. Laura Ware was nominated to be on the panel. The review will take place during the week of September 4-7, 2001. DHS is taking the lead on the process.

VII. For discussion and possible action: Discuss City budget.

A. This item was tabled.

VIII. For discussion and possible action: Discuss public hearing on budget and community needs (possibly combined with Continuum of Care action plan), scheduled for Wednesday, August 22, 2001, 6:00PM-9:00PM, Department of Public Health, 101 Grove Street, Room 300.

A. Laura Ware and Gene Coleman will present an introduction at the hearing.

IX. For discussion and possible action: Discuss development of an employment trust.

A. Carrie Dipman reported that Trent Rhorer offered his support around this issue.

Minutes were taken by Katie Hart, Mayor's Office on Homelessness, and Holly Friel, Liaison to the Local Board.

Local Homeless Coordinating Board

August 22, 2001

SF Local Homeless Coordinating Board- Funding Committee

SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

PUBLIC HEARING FOR HOMELESS & LOW INCOME BUDGET PRIORITIES
FOR SAN FRANCISCO'S 2002-2003 BUDGET *REVISED MINUTES*

Wednesday August 22, 2001, 6:00PM-9:00PM
Department of Public Health, 101 Grove Street, Health Commission Room 300

I. Call To Order and Roll Call: The meeting was called to order at 6:10PM.
Members present: Sam Cobbs, Gene Coleman, Linzie Coleman, Winna Davis, Carrie Dipman, Jennifer Friedenbach, Gail Gilman, Roma Guy, Pat Harrison, Barry Hermanson, Anne Kronenberg, Joel Lipski, Joyce Miller, Bob Nelson, Ellouise Patton, Rita Semel, George Smith, Laura Ware
Non-members present: John Melone (Seniors), Jason Albertson, Laura C. Guzman (Mission Neighborhood Resource Center), Seth Katzman (Conard House), Bessie Smith, Susanne Killy (Central City O.A.), Bessie Smith, Marina Cuibes, Stacey Cornell (Salvation Army), Michael Blecker (Swords To Plowshares), Joseph Rodriguez (Chinatown CDC), Michael Lyon (Emergency Coalition to Save Public Health), TN Kendall (DPH), Jy Logu, Kenn Joker, Sharon Johnson (Senator John Burton), Francisco Dimas (Dolores St. Community Services), Jeff Sherman (Episcopal Community Services), Barbara Boice, Robert Santa Lucia (Homeless Task Force member), Gwen Bauman, Dariush Kayhan (DHS), Howard Maull (CCHH), Walter Cidlowski (Green Party), Herb Anderson (MHH), Serjio Consura (MNRC), Hector Fonsusca (DSCS), Maria Crispi (Emergency Coalition to Save Public Health), Latanya Hurst (BVHP Trinity Foundation), Andrew Hayes (DPH-TWHC), Margo Dennis-Mirzai (Iroquois Residence), Alexis Gonzales (SFLC), Walter Brindell (Hyatt Hotels), Dave Richmond (Glide Church), Sonia Ng (AOH)

II. Public Comment
Francisco Limas (Dolores St.), Improve services for undocumented workers; legal recourse is not available.
Emil Camon (Dolores St.), Housing Program services in the Mission District; put funds in budget for health services in the Mission; poor working homeless in Mission.
William McKay (Dolores St.), Undocumented, non-English speaking-specific services needed for all immigration services, especially immigrant working men.
John Melone (Senior), Seniors may comprise up to 1/3 of the homeless population. Average rent in the Tenderloin at $735.00; need more affordable housing for seniors as they can't afford the rent.
Maria Crispi (South Park Resident), Need housing for people with special needs, not mixed with people who have substance abuse issues; more treatment facilities needed.
Walter Cidlowski, Welfare recipients have disappeared; Welfare-to-work was a terrible idea.
Sergio Canjura, Thanks Local Board for support with Mission Health Center; extra

funding for Mission Health Center needed; other centers need more similar services; more safe areas for people needed; resource centers need greater funding.
Jeff Sherman (Episcopal Community Services), Collaboration of city resources; continue permanent housing funding; supportive housing funding.
Margo Dennis-Mizrai, More individualized section 8 vouchers to go with people rather than staying with unit needed; separate people with substance abuse issues to create better safety; have clean and sober hotels; fund more qualified staff.
Michael Blecker (Swords to Plowshares), Development of transitional housing needed;. data is starting to be collected that is significant for vets; "Grant Per-Diem Program" out of VA has been leveraged by McKinney money; dedicated funding for employment-ready people needed.
Latanya Hurst (Bayview Hunters Point Trinity Foundation), Permanent supportive housing for youth and families,60 units.
Jason Albertson, Develop housing for people with specific diagnoses; more eviction protection for families; expand TANF funds to general funds; support Supervisor Daly's plan to use vacant buildings in the city.
Otto Duffy (Tom Waddell Health Center Advisory Group), Homeless death prevention project fell apart this year, DPH dropped the ball, indicating the general opinion towards the homeless; public toilets must be created, people cannot act humanly without the basic necessities.
Laura Guzman (Harm reduction Housing Services), Move money into the Mission, Mission Health Center is trying to get federal funds.
Seth Katzman, Conrad House has constantly long waiting list; full-service money management program in Mission for 250 people, preferably in Mission for people who are requesting to have a representative payee for multiple checks per day; requesting contracts with case managers; full-service housing referral component; keep rent lower.
Suzanne Kelly (Nurse Practioner in Tenderloin), Great need for chronically ill of San Francisco; need for specialized medical services; more housing for people with mental illness; focus on long-term housing; seniors in the Tenderloin need higher quality housing; bathrooms in SROs are dangerous; housing for frail and elderly needed.
Catherine Campbell (Mission Housing), Tenant coordinator at an ISN site; need preventative homeless programs for when people get a job, if they make too much people might lose SSI and housing subsidy, and if they quit their job they end up homeless again; put funds towards a safety net for people getting jobs.
Douglas Scott, Senior and formerly homeless has focused on issues for a long time; need for a shelter for seniors and disabled which respects their space; allocate specific funds in central city area; have senior services at the shelter.
Andrew Hayes (Social worker at TWHC, formerly of Homeless Death Prevention Team), Work with people living under bridges; need a storefront where these people could go, a type of drop-in center; current staffing was reduced.
Sam Cobbs (Larkin Street Youth Center, Local Board member), Need to keep youth as a priority; housing needs to be separated; employment services; also change the rules for how youth are served and receive services.
Rose Stamen (Member of a group in the Mission), Lots of problems at 24th and Mission; seems like there could be lots of coordination; a census of homeless is needed; build affordable housing.
Ellouise Patton (Young Community Developers, Local Board member), Discussed two client success stories.

III. Employment Priorities
Â· Legal services in (Spanish) in the mission. Homeless workers need assistance in legal work papers/immigration status.
Â· More funding to neighborhood resource centers. Make them open 24 hours.
Â· Transitional housing focused on newly employed workers. This will allow for workers to build their work level and pay level and save for permanent housing.
Â· Homeless Prevention: Stabilize housing for poor workers. Review income limits in subsidized housing to allow for workers to achieve a living wage prior to

raising rent or disqualifying housing.
Â· Change Federal, State and Local legislation to allow Youth Programs, such as PIC, to fund employment programs that train youth whether they live in Empowerment Zones or not.

IV. Summary of Key Issues
Â· Lack of services in the Mission
Dollars for health services - Mission
Dollars for legal services
Â· Immigrant population in the Mission in need of language skills in order to navigate system
Â· Seniors - 1/3 population of SF
For $731.12 - average rent zip 94102 - no bathroom/one light socket.
Â· Expand funding Mission Resource Center to 7 days a week/24 hrs. a day.
Â· Collaboration of City resources - chronically mentally ill
Â· Private housing focused on individual needs - i.e. clean & sober hotels; Detox; Family housing, etc.
Â· Trinity BVHP Permanent Supportive Housing - (Latanya Hurst) 60 units
Â· Homeless Death List (fall apart - DPH?) - need to be proactive
Â· Harm Reduction Housing with supportive services.
Â· Develop a new Full service and management program - to serve 200-250 clients in Mission including: Rep Payee; Contact with case manager; Write small checks; Housing referral component
Â· Central City older adults - specialized services for those with medical needs (i.e. shelter for folks with diabetes, etc); elderly need their own space apart from drug dealers.
Â· Preventive Homeless Programs developed when on GA & SSI - help when folks get a job, can't make ends meet.
Â· Shelter for Seniors and Disabled ONLY. No seniors should live on the streets.
Â· Andrew Hayes from DPH HOPE Team: Storefront center for homeless - establish reports and trust; fruit/food/counseling, etc.

V. Written Testimony Submitted to the Local Homeless Coordinating Board
A. The Substance Abuse Mental Health Work Group of the Coalition on Homelessness submitted a packet to the Local Homeless Coordinating Board. The packet includes summaries of substance abuse and mental health programs and services that the Substance Abuse Mental Health Work Group worked to have the City fund, as well as which were programs and services were funded. Copies of the packet are available upon request from the Local Homeless Coordinating Board.
B. John G. Melone submitted a comprehensive database of food programs in San Francisco, including program name, location, contact information, hours of operation, and services provided. Copies of this database are available upon request from the Local Homeless Coordinating Board.

VI. Adjournment: The hearing adjourned at 7:35 PM.

Notes were taken by Local Board members Laura Ware, Anne Kronenberg, and Carrie Dipman, and by Holly Friel, Liaison to the Local Board. *Please note that the minutes have been revised to include Local Board member Joyce Miller's presence at the hearing, references to the written testimony that was submitted to the Local Homeless Coordinating Board, and to correct misinformation regarding Latanya Hurst's statement during public comment regarding the Bayview Hunters Point Trinity Foundation.

25 Van Ness Ave, Suite 750, San Francisco, CA 94102,
ATTN: Liaison to Local Board 415-252-3158, Fax: 415-252-3118

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FUNDING COMMITTEE MEETING AGENDA

Monday, September 17, 2001, 2:00 PM – 4:00 PM
25 Van Ness Avenue, Room 720, San Francisco

I. **For discussion and possible action:** Discuss 8/22/01 Budget Hearing. (Document available at meeting)

II. **For discussion and possible action:** Discuss Continuum of Care/McKinney 2001 process update.

III. **For discussion and possible action:** Update on Department of Human Services Request For Qualifications (RFQ) for the 2002 McKinney Evaluation.

IV. **For discussion and possible action:** Discuss development of an employment trust.

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MEETING CANCELLATION NOTICE

We are deeply saddened and horrified at Tuesday's shocking attack against our nation. Our hearts, thoughts and prayers go out to everyone affected by this national tragedy.

IN OBSERVANCE OF THE CITY AND COUNTY OF
SAN FRANCISCO'S INTERFAITH ASSEMBLY
SCHEDULED FOR
MONDAY, SEPTEMBER 17, 2001,12:00 PM-2:00 PM,
THE FUNDING COMMITTEE MEETING
OF THE LOCAL HOMELESS COORDINATING BOARD
SCHEDULED FOR
MONDAY, SEPTEMBER 17, 2001, 2:00 PM – 4:00 PM AT
25 VAN NESS AVENUE, SUITE 720
HAS BEEN CANCELLED.

In the aftermath of Tuesday's tragedy, Mayor Brown has scheduled an interfaith assembly for Monday, September 17th from Noon to 2pm at Bill Graham Civic Auditorium. This event is open to the public. The purpose is to allow San Franciscans to gather as a community and express their grief and sorrow and send condolences to the victims and their families. In addition, the Mayor's hope is to restore calm and recommit ourselves to the utmost tolerance and spirit of peace. Please spread the message to the rest of your community and please join us at this event. If you have any questions, please feel free to contact Lauren Do, Liaison to District 6, Mayor's Office of Neighborhood Services at (415)554-6182.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FUNDING COMMITTEE MEETING AGENDA

Monday, October 15, 2001, 2:00 PM – 4:00 PM
101 Grove Street, Room 220, San Francisco

I. For discussion and possible action: Discuss 8/22/01 Budget Hearing. (Document available at meeting)

II. For discussion and possible action: Discuss Continuum of Care/McKinney 2001 process update.

III. For discussion and possible action: Update on Department of Human Services Request For Qualifications (RFQ) for the 2002 McKinney Evaluation.

IV. For discussion and possible action: Discuss development of an employment trust.

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SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

FUNDING COMMITTEE MEETING AGENDA

Monday, December 17, 2001, 2:00 PM – 4:00 PM
101 Grove Street, Room 220, San Francisco

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I. Call to Order
II. For discussion and possible action: McKinney 2002 process.
III. For discussion and possible action: McKinney Awards for 2001 and what to do about the projects that did not receive funding.
IV. For discussion and possible action: Development of an Employment Trust
V. For discussion and possible action: Submit to the Full Board that the Funding Committee oversee the 2002 Continuum of Care (CoC) application and the McKinney Evaluation processes. Funding Committee have ability to refer
VI. For discussion and possible action: Non-conflicted Local Board members attending the Funding Committee will meet on an as-needed basis during the CoC application process because decisions must be made quickly. *(NOTE: The last two years, the Funding Committee met weekly in its capacity as the CoC application process overseer.)*
VII. For discussion and possible action: Ask Local Board for Funding Committee to have full authority in the decision making of both Funding and process policies affecting the CoC application.
VIII. Public Comment
IX. Adjournment

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